SOPHTLOGIC

Training Module

User Manual

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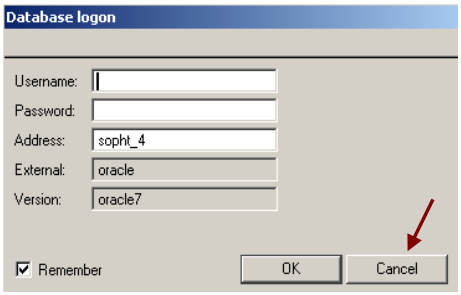
Access / Start Up MIS

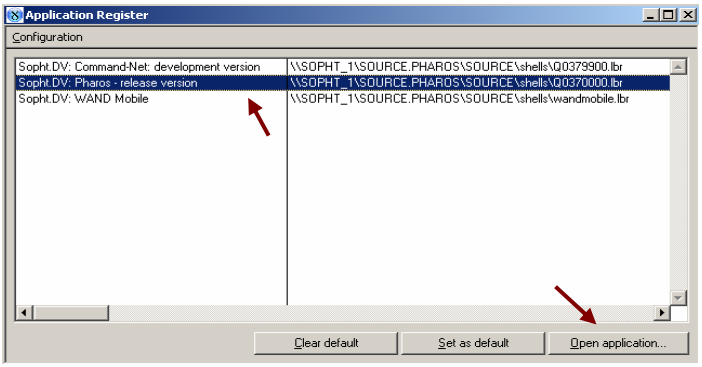
- Double click onto the Pharos icon

You may get a Database Logon box appear - if so –



- Click the Cancel button

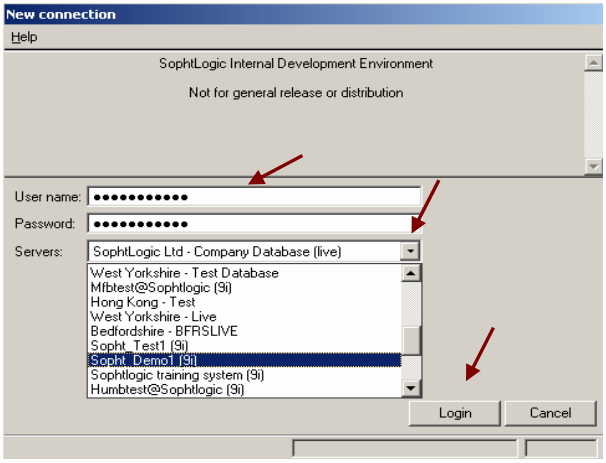
The Application Register window will open



The Application Register sometimes gives you more than one option to choose from, if this is the case

- Click onto the Pharos option
- Click onto the Open Application button

- Enter your Username
- Enter your Password

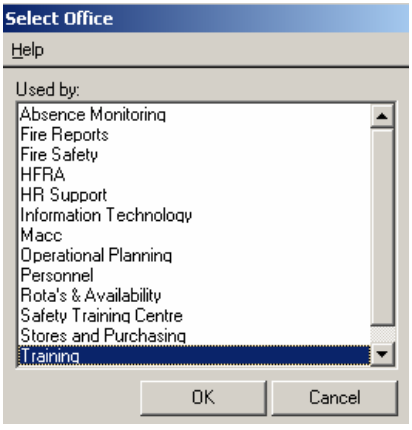


- Click onto the Servers arrow
- Click onto a Station

If you only work at the one Brigade, then this option should be defaulted to your brigade.

- Click onto the Login button

Depending on your Privileges



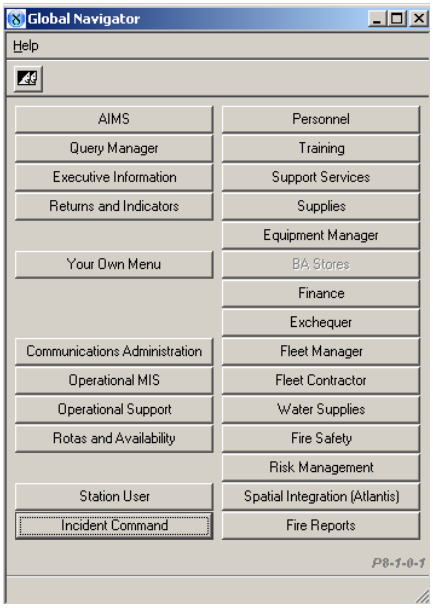
You may get a 'Select Office' box appear – if so:

- Select an Office
- Click OK

The Global Navigator window will appear on your screen

Access Training Module

Global Navigator

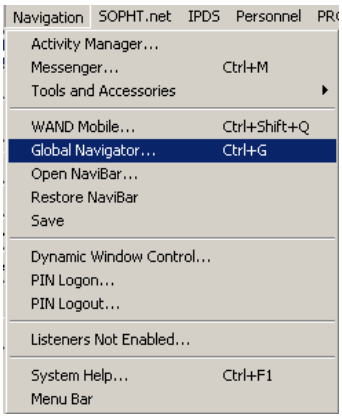


The Global Navigator is the main menu of the system, providing access to each module. A user will only be able to access parts of the system that they have privileges for.

The Global Navigator can be accessed at any time by

- Pressing Ctrl & G on your keyboard at the same time

Or by going to:



- Navigation
- Global Navigator

- Enter a Module into the Menu Toolbar

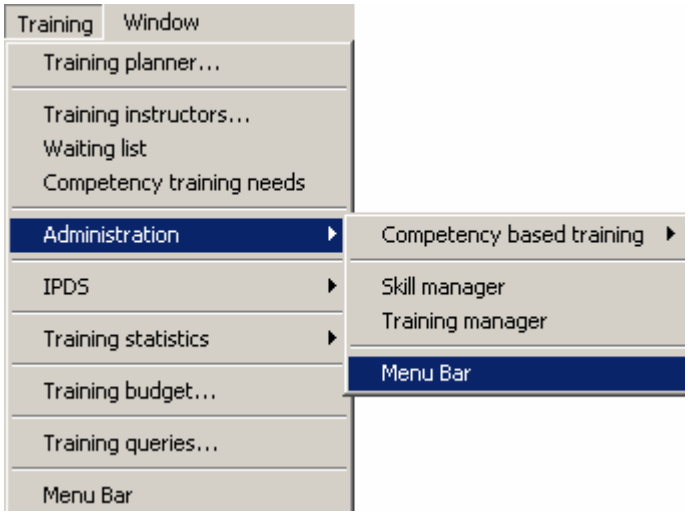
On the Global Navigator menu

- Click onto one of the Training button

The corresponding module will appear in the toolbar: As shown

This gives the user (you) a shortcut access to the sub-menus under that module

Adding Shortcuts to the Menu Toolbar



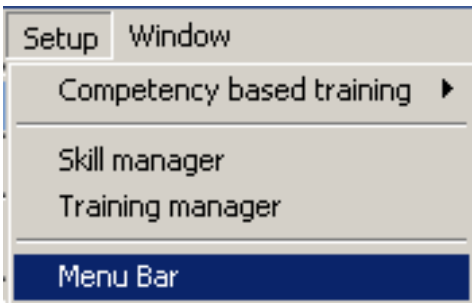
- Click the left mouse button onto 'Training'
- Move your mouse down to 'Administration'
- Move your mouse to the right
- Move down and left click onto the 'Menu Bar'

You have now added 'Setup' to your menu bar.

This now gives you shortcut access to anything within 'Setup'

Remove a Module from the Menu Toolbar

- Left click onto the module you want to remove from the menu toolbar
- Move your mouse down the list of options
- Left click onto the Menu Bar



The menu bar is at the bottom of majority of the drop down menus

Follow the same procedure as shown above to close any modules or sub-menus

Introduction

The SOPHTLOGIC Training system has been designed specifically to provide an automated mechanism for the recording and retrieval of Training related information.

Please note that the 'Training' system does not incorporate functions relating to 'Station Based Training', because this is encompassed within the 'Station Based Training' system.

Features of the Training System

The Training system design incorporates the following features:

- The Training system design has been developed with ease of use as a primary feature.
- Data is validated at time of entry.
- The Training system performs cross validation checks, whereby checking if an individual has already attended the course or is currently nominated or accepted on a course within the same time period, thus ensuring data integrity.
- Fully integrated with the Rota & Availability package.
- Recording of Partial Attendance.
- Setting of course pre-requisites and defaults.
- Waiting Lists.
- Skills and Qualifications gained on successful completion of courses.
- Nomination of external candidates.
- User definable reporting
- No single user or group of users will have access to any authorised data.
- The facility to interrogate the database using an ad-hoc query manager.
- The Training system is flexible enough to adapt to future IT systems.
- The system design features illustrated above provide a brief summary of the design features incorporated within the Training system. However it is important to note that a full appreciation of all design features will only become apparent as users become more familiar with the system and utilise its full potential.

Setup

Skill Manager

Skills are used by the attendance Management System to establish the confidence levels of a station not only by number of personnel, but also by number of Skills –

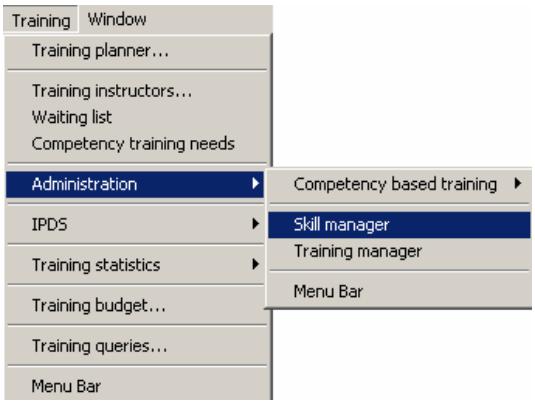
I.e. an incident may require a Driver, 4 Qualified Fire Fighters and a Chemical Unit Team – these should all be set up as Skills and allocated to the relevant personnel.

Skills can be manually allocated to personnel, or they can be attained by completing courses or by using the SOPHTLOGIC IPDS system.

Within Global Navigator Menu

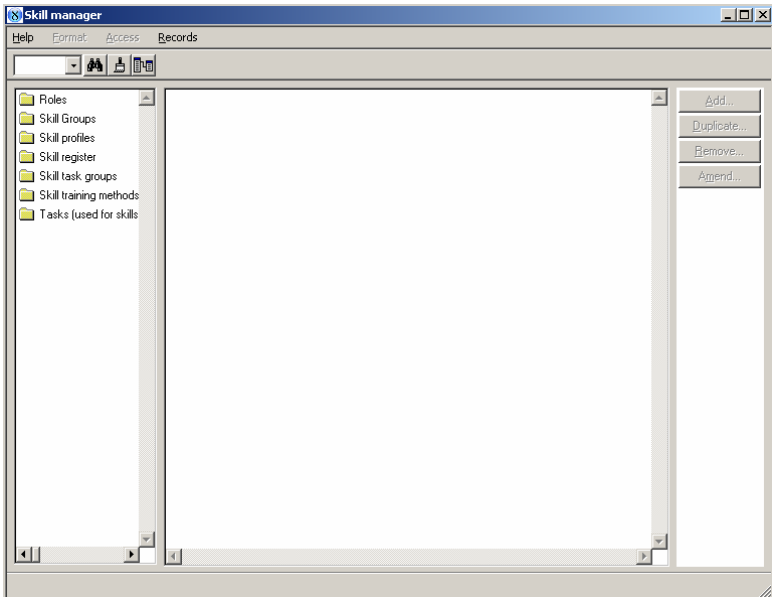
- Click onto Training button

Training will now appear in your toolbar at the top of the screen



- Click onto Training
- Scroll down to Administration
- Click onto Skill Manager

The Skill Manager window will open

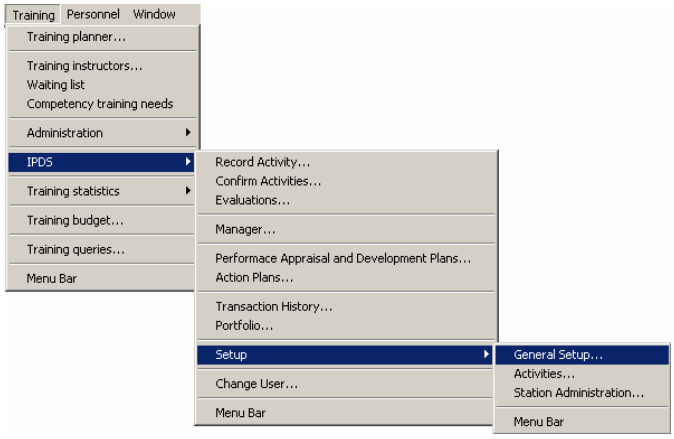


Skill Group Types

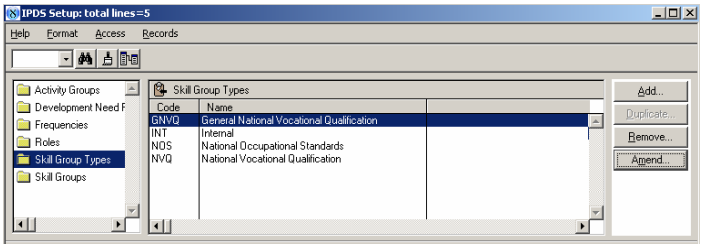
This is where you would setup the Type of Qualification i.e. GNVQ's, NVQ's etc… to set up the Skill Group Types

Go to

- Click onto Training
- Select IPDS
- Select Setup
- Click onto General Setup

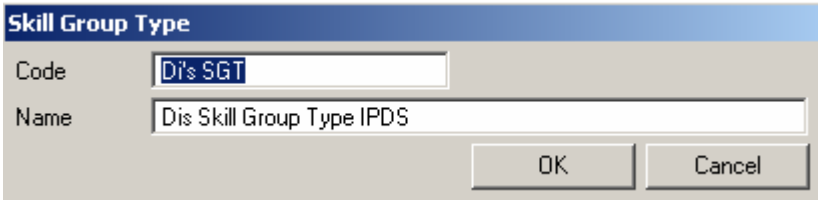


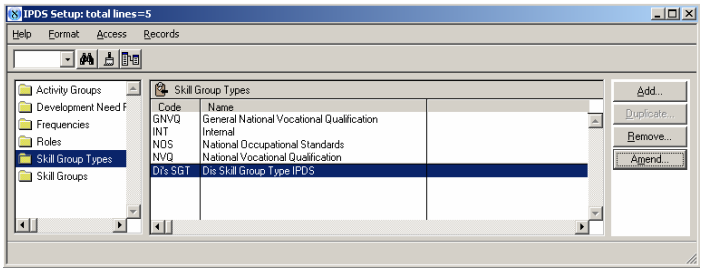
The IPDS Setup window will appear



- Click onto the Skill Group Types folder
- Click onto the Add button

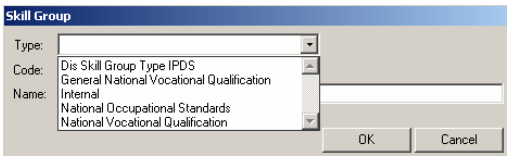
- Enter the Code of the Skill
- Enter a description of the Code
- Click onto the OK button





As you can see the Skill Group Type has now been entered into the list

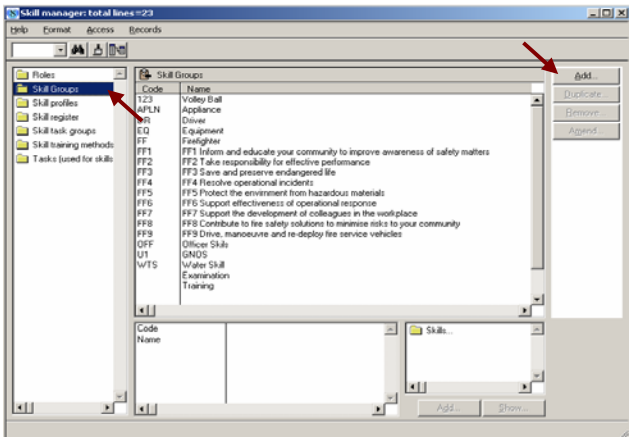
To view where you can find Skill Group Type, go to – Skill Manager – Skill Group – Click onto the Type arrow.



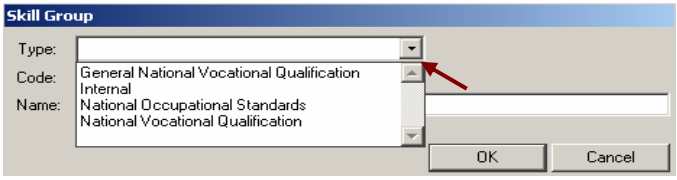
Skill Group

You need to set up a 'Skill Group Heading'. This is a grouping mechanism which will have individual skills under that heading; this is also used when reporting.

- Click onto the Skill Group Folder
- Click onto the Add button

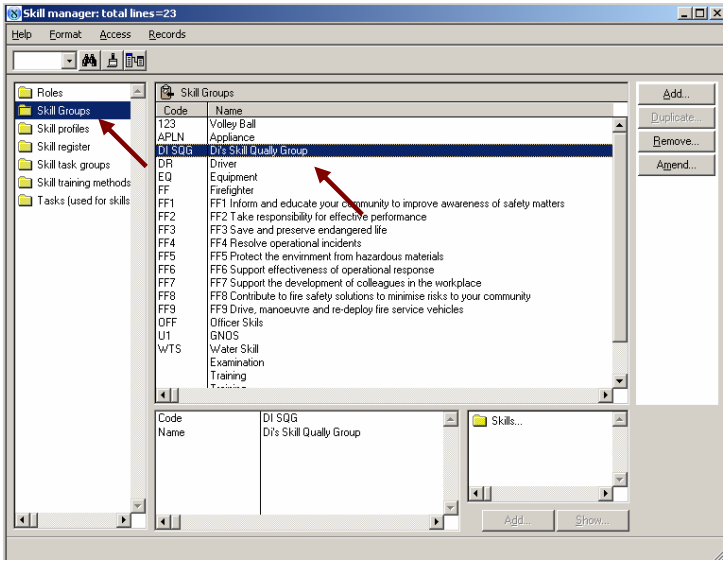


The Skills Group dialog box will open

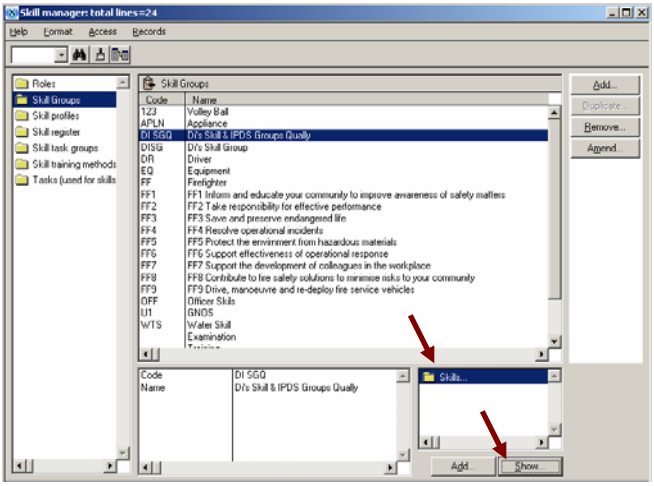


- Click onto the Type arrow (pg 11)
- Choose the type of Skill (this is optional)

- Enter a Code
- Enter the Name of the Code
- Click OK



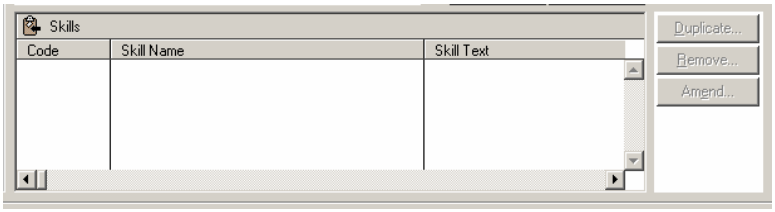
As you can see 'Di's Skill Group' has now been entered at the bottom of the 'Skill Group' list.

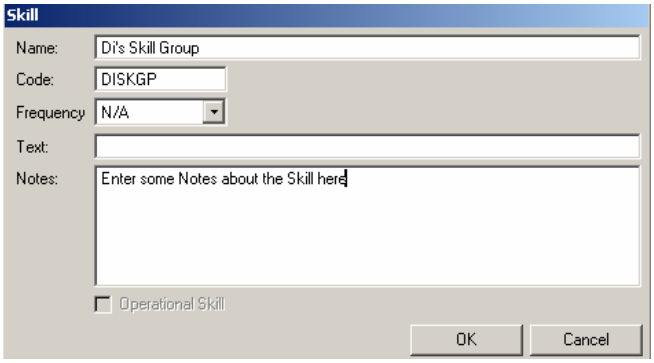


To add the Skills to the skill Group

- Click onto Skills folder
- Click onto the Show button

The Skills window will appear at the bottom

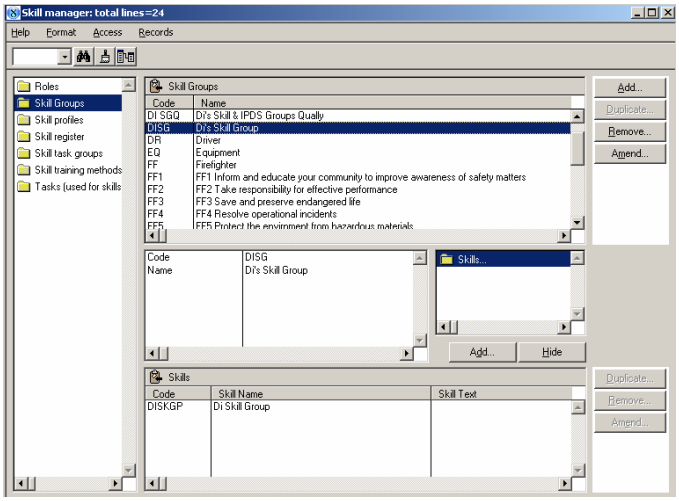




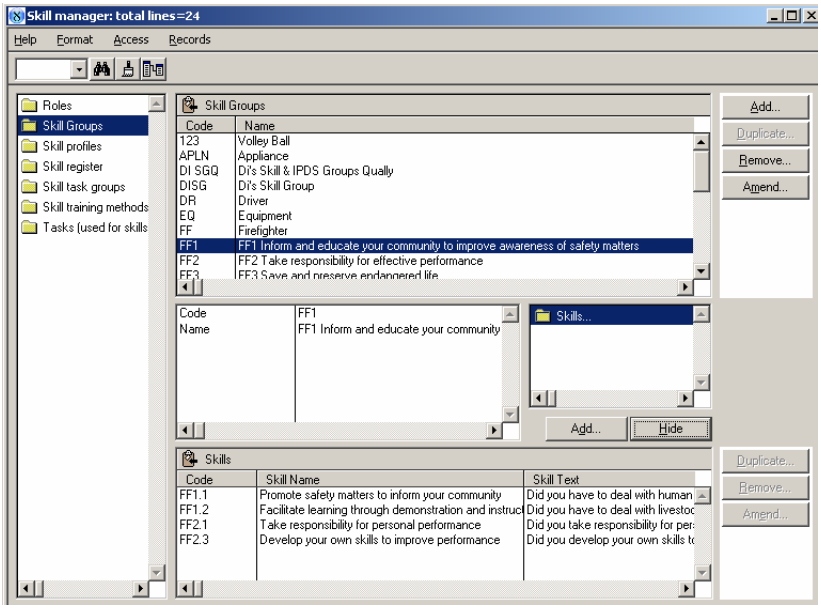
- Enter the Name of the Skill
- Enter a Code of the Skill
- Click onto the Frequency arrow
- Choose one of the options
- Enter some text (usually a question) in the Text box
- Enter some Notes about the skill
- Click onto the OK button

As you can see the skill has been added into the Skill window

Here you can Add as many Skills as needed

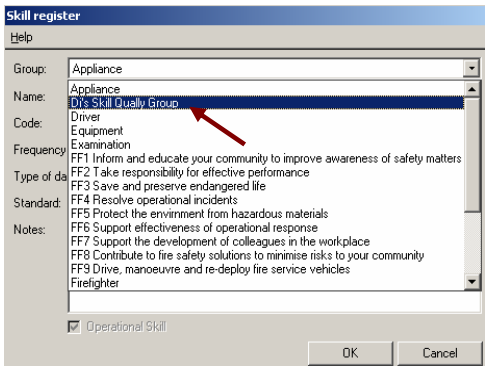


Here is another example

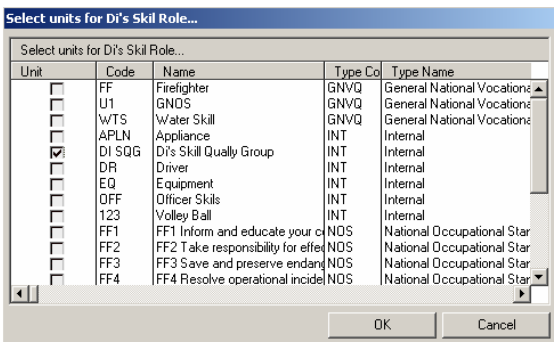

Skill manager: total lines=24
Help Format Access Records
Roles
Skill Groups
Skill profiles
Skill register
Skill task groups
Skill training methods
Tasks (used for skills
Skill Groups
Code Name
123 Volley Ball
APLN Appliance
DI SGQ Di's Skill & IPDS Groups Qually
DISG Di's Skill Group
DR Driver
EQ Equipment
FF Firefighter
FF1 FF1 Inform and educate your community to improve awareness of safety matters
FF2 FF2 Take responsibility for effective performance
Add...
Duplicate...
Remove...
Amend...
Code FF1
Name FF1 Inform and educate your community
Skills...
Add...
Hide
Skills
Code Skill Name Skill Text
FF1.1 Promote safety matters to inform your community Did you have to deal with human
FF1.2 Facilitate learning through demonstration and instruct Did you have to deal with livestoc
FF2.1 Take responsibility for personal performance Did you take responsibility for per
FF2.3 Develop your own skills to improve performance Did you develop your own skills t
Duplicate...
Remove...
Amend...

Within this example there are for skills that are linked to the FF1 Skill Group

The 'Skill Group you have just entered will be displayed in the 'Skill Register' folder – Click on 'Add' – Click on 'Skill Group Arrow – Drop Down Menu. (pg 13)



You can also find it in 'Roles' folder – Click on 'Units' button – Scroll thought the list. (pg 10)


Select units for Di's Skil Role...
Select units for Di's Skil Role...
Unit Code Name Type Co Type Name
FF Firefighter GNVQ General National Vocationa
U1 GNOS GNVQ General National Vocationa
WTS Water Skill GNVQ General National Vocationa
APLN Appliance INT Internal
DI SQG Di's Skill Qually Group INT Internal
DR Driver INT Internal
EQ Equipment INT Internal
OFF Officer Skils INT Internal
123 Volley Ball INT Internal
FF1 FF1 Inform and educate your c NOS National Occupational Star
FF2 FF2 Take responsibility for effe NOS National Occupational Star
FF3 FF3 Save and preserve endan NOS National Occupational Star
FF4 FF4 Resolve operational incide NOS National Occupational Star
OK
Cancel

Roles

The Roles window allows for IPDS Roles to be created and incorporate to any number of existing Ranks.

Obviously, not everybody has to do the same Activities. Activities are associated to a Role, along with the Frequency in which a person in that Role should be demonstrating competence in each Activity.

Roles are then broken down into sub-roles. This allows the role to be broken down in order to be allocated to locations or individuals.

Example

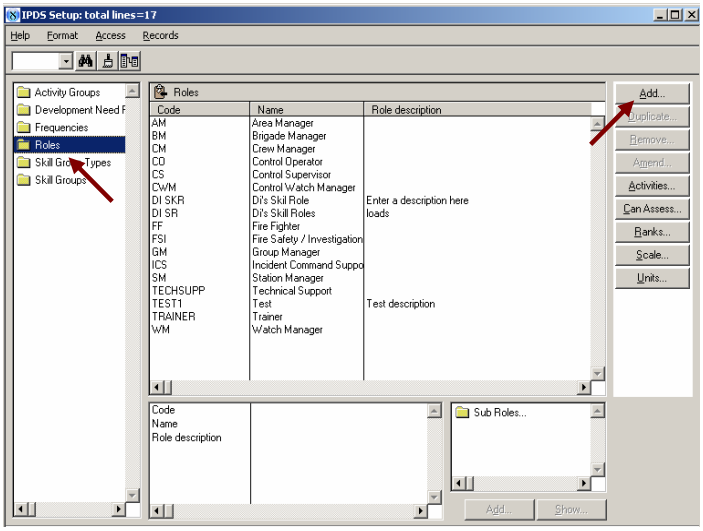
Role: Fire Fighter
Sub-roles: Fire Fighter Core Activities (which all fire fighters have to demonstrate)
Driver (allocated to drivers only)
Hazardous Materials Unit (only allocated to stations which have this appliance)

This means that in order to be competent in their job, a person only needs to do the activities which make up their individual Role-Map.

To set up a Roles

- Click onto the Roles Folder

Any information previously made will appear in the Roles list – as shown –

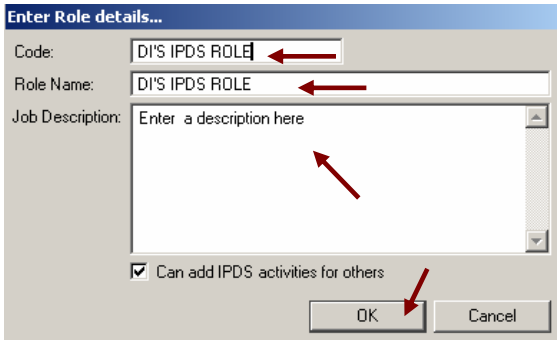


This setup relates mainly to the IPDS system but are mainly set up in the Personnel Configuration' via Personnel. You can also set up Roles in 'Skills Manager'.

If you want to add another ‘Role’ you can by

- Click onto the Add button

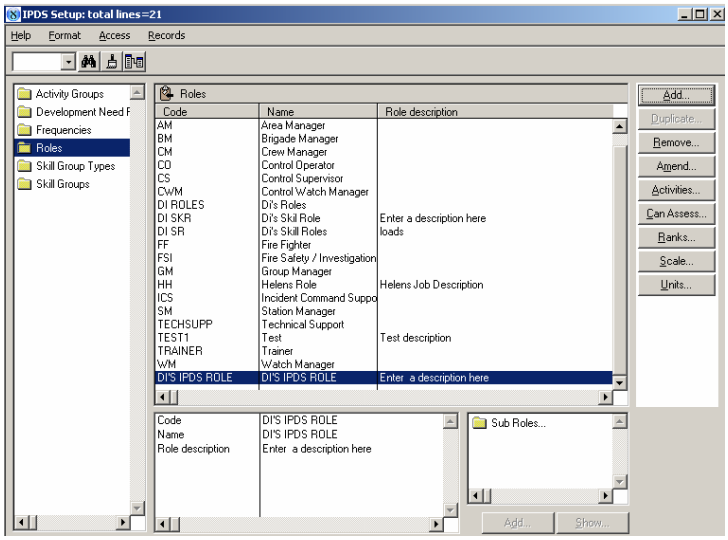
The Roles dialog box will open



- Enter a Code
- Enter the Role Name of the Code
- Enter a Job Description (optional)
- Click onto the IPDS activities

This links the Role to the IPDS system

- Click OK



As you can see; ‘Di’s IPDS Role’, has now been entered at the bottom of the ‘Roles’ list. This will also appear in the Skills Manager system.

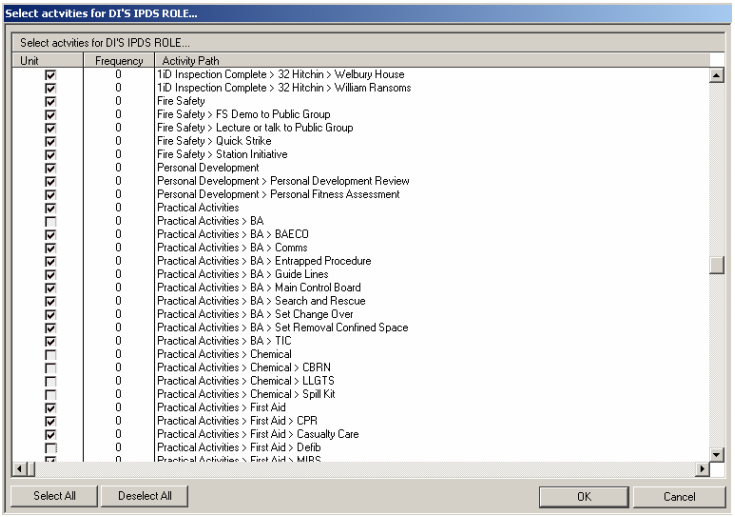
– as shown -

Let’s see what the other buttons do

Activities

This section of the setup is where the activity tree for each role is set up and frequencies set. Each different role can have a different Frequency – this may be useful for those in development, who may have to perform Activities more regularly. To specify which activities a Role can do

- Click onto the Activities button


Select actvities for DI'S IPDS ROLE...
Select actvities for DI'S IPDS ROLE...
Unit
Frequency
Activity Path
0 1ID Inspection Complete > 32 Hitchin > Welbury House
0 1ID Inspection Complete > 32 Hitchin > William Ransoms
0 Fire Safety
0 Fire Safety > FS Demo to Public Group
0 Fire Safety > Lecture or talk to Public Group
0 Fire Safety > Quick Strike
0 Fire Safety > Station Initiative
0 Personal Development
0 Personal Development > Personal Development Review
0 Personal Development > Personal Fitness Assessment
0 Practical Activities
0 Practical Activities > BA
0 Practical Activities > BA > BAECO
0 Practical Activities > BA > Comms
0 Practical Activities > BA > Entrapped Procedure
0 Practical Activities > BA > Guide Lines
0 Practical Activities > BA > Main Control Board
0 Practical Activities > BA > Search and Rescue
0 Practical Activities > BA > Set Change Over
0 Practical Activities > BA > Set Removal Confined Space
0 Practical Activities > BA > TIC
0 Practical Activities > Chemical
0 Practical Activities > Chemical > CBRN
0 Practical Activities > Chemical > LLGTS
0 Practical Activities > Chemical > Spill Kit
0 Practical Activities > First Aid
0 Practical Activities > First Aid > CPR
0 Practical Activities > First Aid > Casualty Care
0 Practical Activities > First Aid > Defib
Select All
Deselect All
OK
Cancel

- Click onto the Activities that relate to the Role

As you can see in my example you now need to select the Activities that are linked to the Role you have chosen, or

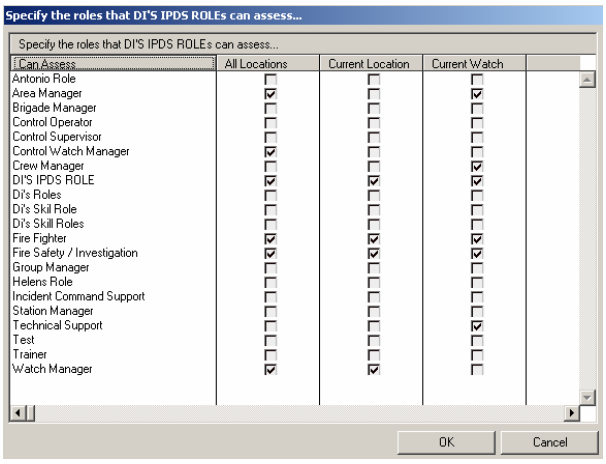
- Click onto Select All button if all Activities apply

- Click onto the OK button

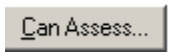
Frequencies only need to be set against lowest level Activities. It is not possible to only include a tree from the second level down. In order to include an Activity, all levels of headings above that must also be selected.

As previously mentioned, if a Frequency entered is not already in the database, then the user will be asked whether they want to add it.

Can Assess



- Click onto the Can Assess button



- Click onto the boxes that the Role can Assess

As you can see in my example, you can specify who the person in that Role can assess and where.

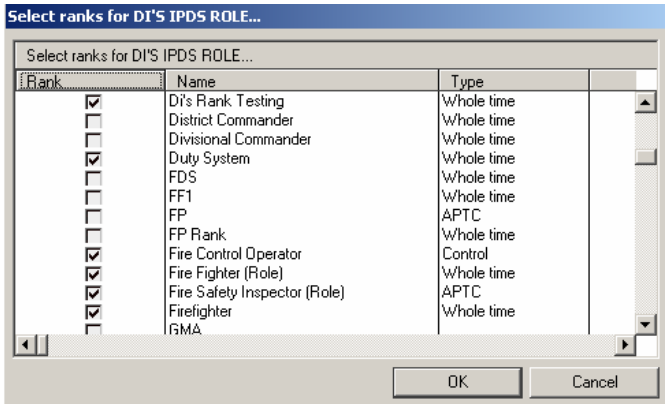
- Click onto the OK button

Ranks

- Click onto the Ranks button

- Click onto the Ranks that relate to the Role

As you can see in my example I have chosen for that Role and specify the Ranks.



- Click onto the OK button

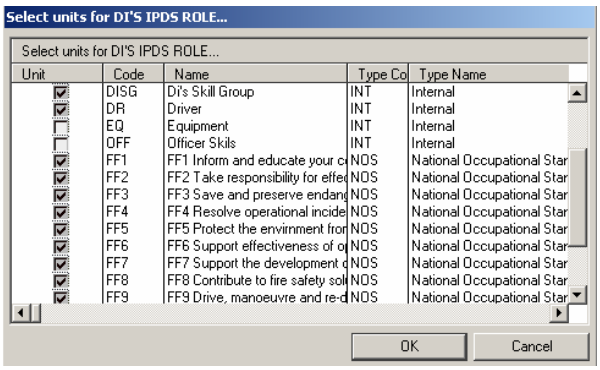
Units

There is a units button. This allows the user to specify what each role map should include. This can then be used when reporting to establish whether a person is competent in their role.

- Click onto the Units button

- Click onto the Units that relate to the Role

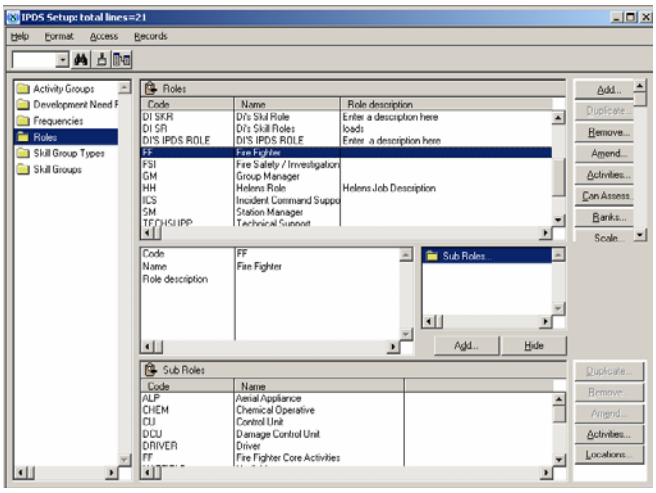
As you can see in my example, I for the Role that was chosen I have specified the Units (Skill Group Qualifications) for the Watch Manager.

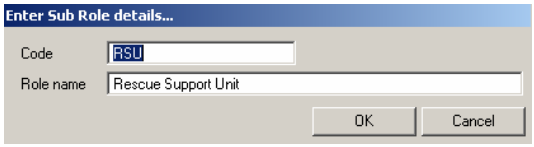


- Click onto the OK button

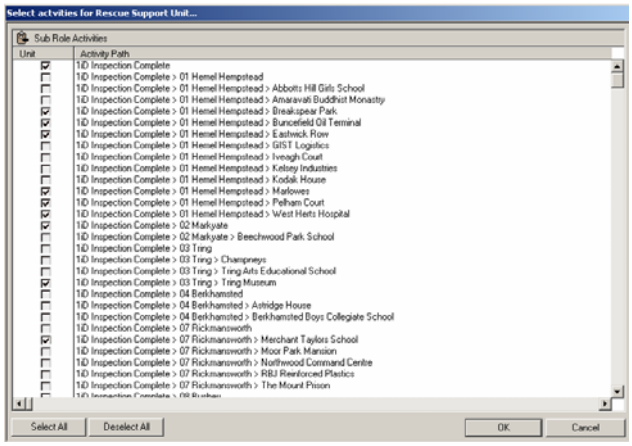
Sub-roles

The concept of sub-roles allows for people within the same role different activities, which they need to perform in order to be competent in their role.



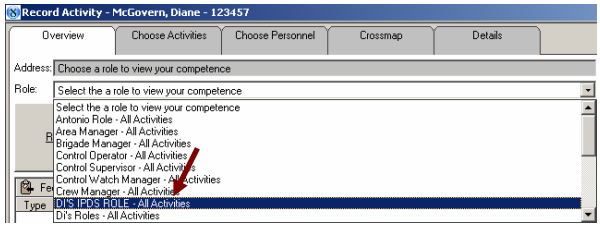


This may be used for drivers and specialist units. Use the Activities button on the right to specify which activities need to be included:

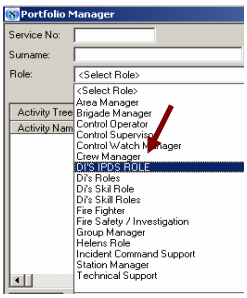

Select activities for Rescue Support Unit...
Sub Role Activities
Unit
Activity Path
1ID Inspection Complete
1ID Inspection Complete > 01 Hemel Hempstead
1ID Inspection Complete > 01 Hemel Hempstead > Abbotts Hill Girls School
1ID Inspection Complete > 01 Hemel Hempstead > Amaravati Buddhist Monastry
1ID Inspection Complete > 01 Hemel Hempstead > Breakspear Park
1ID Inspection Complete > 01 Hemel Hempstead > Buncefield Oil Terminal
1ID Inspection Complete > 01 Hemel Hempstead > Eastwick Row
1ID Inspection Complete > 01 Hemel Hempstead > GIST Logistics
1ID Inspection Complete > 01 Hemel Hempstead > Iveagh Court
1ID Inspection Complete > 01 Hemel Hempstead > Kelsey Industries
1ID Inspection Complete > 01 Hemel Hempstead > Kodak House
1ID Inspection Complete > 01 Hemel Hempstead > Marlowes
1ID Inspection Complete > 01 Hemel Hempstead > Pelham Court
1ID Inspection Complete > 01 Hemel Hempstead > West Herts Hospital
1ID Inspection Complete > 02 Markyate
1ID Inspection Complete > 02 Markyate > Beechwood Park School
1ID Inspection Complete > 03 Tring
1ID Inspection Complete > 03 Tring > Champneys
1ID Inspection Complete > 03 Tring > Tring Arts Educational School
1ID Inspection Complete > 03 Tring > Tring Museum
1ID Inspection Complete > 04 Berkhamsted
1ID Inspection Complete > 04 Berkhamsted > Ashridge House
1ID Inspection Complete > 04 Berkhamsted > Berkhamsted Boys Collegiate School
1ID Inspection Complete > 07 Rickmansworth
1ID Inspection Complete > 07 Rickmansworth > Merchant Taylors School
1ID Inspection Complete > 07 Rickmansworth > Moor Park Mansion
1ID Inspection Complete > 07 Rickmansworth > Northwood Command Centre
1ID Inspection Complete > 07 Rickmansworth > RBJ Reenforced Plastics
1ID Inspection Complete > 07 Rickmansworth > The Mount Prison
Select All
Deselect All
OK
Cancel

These sub-roles can then be allocated to personnel via the Station Administration window.

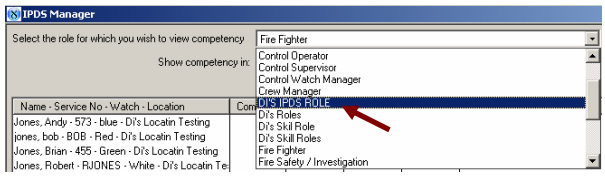
To view where you can locate the Role go to Training – IPDS - Record Activity - Click onto the Role arrow


Record Activity - McGovern, Diane - 123457
Overview
Choose Activities
Choose Personnel
Crossmap
Details
Address:
Choose a role to view your competence
Role:
Select the a role to view your competence
Select the a role to view your competence
Antonio Role - All Activities
Area Manager - All Activities
Brigade Manager - All Activities
Control Operator - All Activities
Control Supervisor - All Activities
Control Watch Manager - All Activities
Crew Manager - All Activities
DI'S IPDS ROLE - All Activities
Di's Roles - All Activities
Type

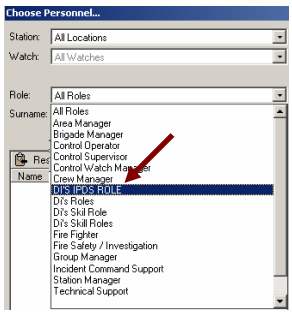
To view where you can locate the Role go to Training – IPDS – Portfolio - Click onto the Role arrow



To view where you can locate the Activity Groups go to Training – IPDS – IPDS Manager - Click onto the Role arrow


IPDS Manager
Select the role for which you wish to view competency
Fire Fighter
Show competency in:
Control Operator
Control Supervisor
Control Watch Manager
Crew Manager
DI'S IPDS ROLE
Di's Roles
Di's Skill Role
Di's Skill Roles
Fire Fighter
Fire Safety / Investigation
Name - Service No - Watch - Location
Jones, Andy - 573 - blue - Di's Locatin Testing
jones, bob - BOB - Red - Di's Locatin Testing
Jones, Brian - 455 - Green - Di's Locatin Testing
Jones, Robert - RJONES - White - Di's Locatin Te

To view where you can locate the Role go to Training – IPDS – IPDS Manager – Choose Personnel button - Click onto the Role arrow

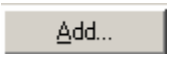


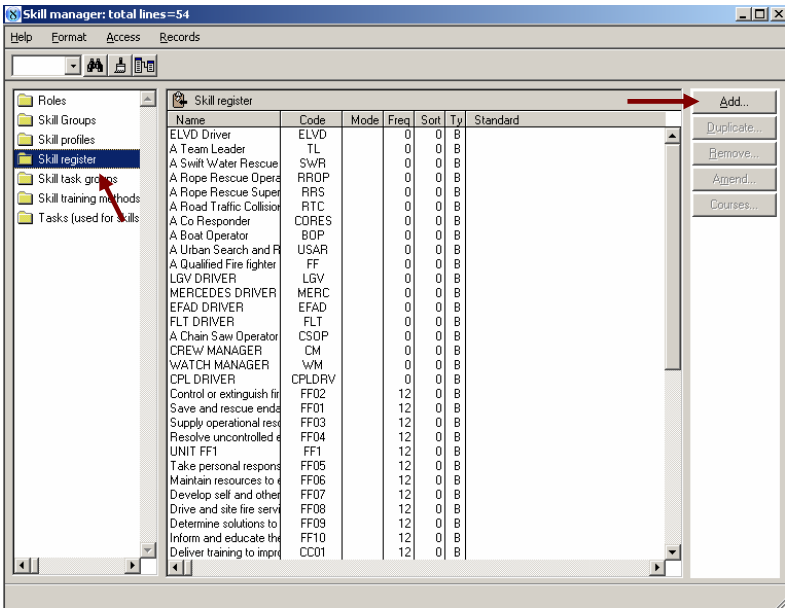
Skill Register

The details that must be set up are Code, Name, Group and Type of Data. Type of Data determines whether it should just be a case of recording whether a person has this skill – i.e. Boolean (Yes/No), or whether this should be a number – maybe to record a persons competence level in that skill. The other options are Date and Text.

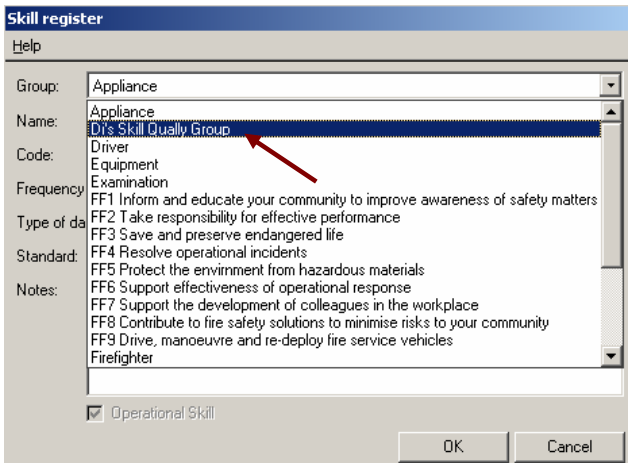
You now need to set up different Skills within the Group you have just created

- Click onto the Skill Register Folder
- Click onto the Add button




Skill manager: total lines=54
Help Format Access Records
Roles
Skill Groups
Skill profiles
Skill register
Skill task groups
Skill training methods
Tasks (used for skills
Skill register
Add...
Duplicate...
Remove...
Amend...
Courses...
Name Code Mode Freq Sort Ty Standard
ELVD Driver ELVD 0 0 B
A Team Leader TL 0 0 B
A Swift Water Rescue SWR 0 0 B
A Rope Rescue Opera RROP 0 0 B
A Rope Rescue Super RRS 0 0 B
A Road Traffic Collisio RTC 0 0 B
A Co Responder CORES 0 0 B
A Boat Operator BOP 0 0 B
A Urban Search and R USAR 0 0 B
A Qualified Fire fighter FF 0 0 B
LGV DRIVER LGV 0 0 B
MERCEDES DRIVER MERC 0 0 B
EFAD DRIVER EFAD 0 0 B
FLT DRIVER FLT 0 0 B
A Chain Saw Operator CSOP 0 0 B
CREW MANAGER CM 0 0 B
WATCH MANAGER WM 0 0 B
CPL DRIVER CPLDRV 0 0 B
Control or extinguish fir FF02 12 0 B
Save and rescue enda FF01 12 0 B
Supply operational res FF03 12 0 B
Resolve uncontrolled e FF04 12 0 B
UNIT FF1 FF1 12 0 B
Take personal respons FF05 12 0 B
Maintain resources to e FF06 12 0 B
Develop self and other FF07 12 0 B
Drive and site fire servi FF08 12 0 B
Determine solutions to FF09 12 0 B
Inform and educate the FF10 12 0 B
Deliver training to impr CC01 12 0 B

The Skills register window will open

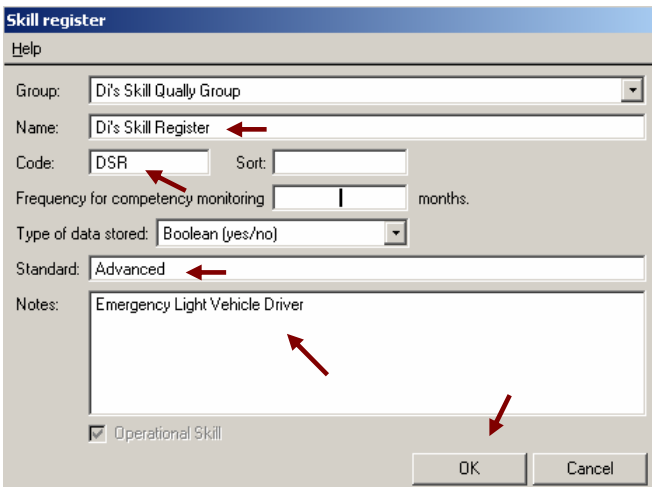


- Click onto the 'Group' Arrow
- Chose one of the 'Group' headings

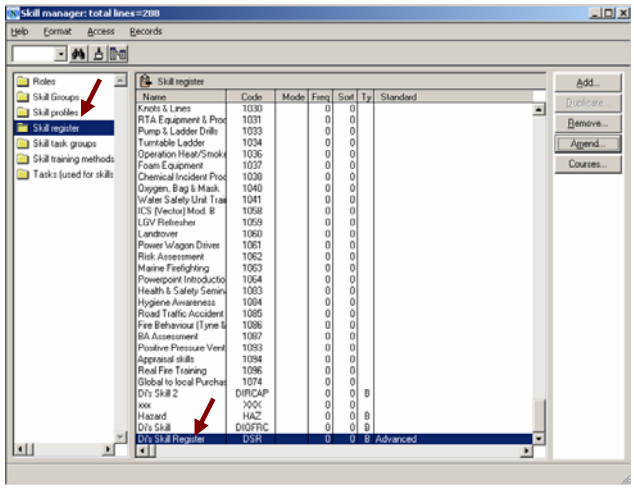
- Enter a Name of the Skill
- Enter a Code

The rest is optional

- Click onto the OK button

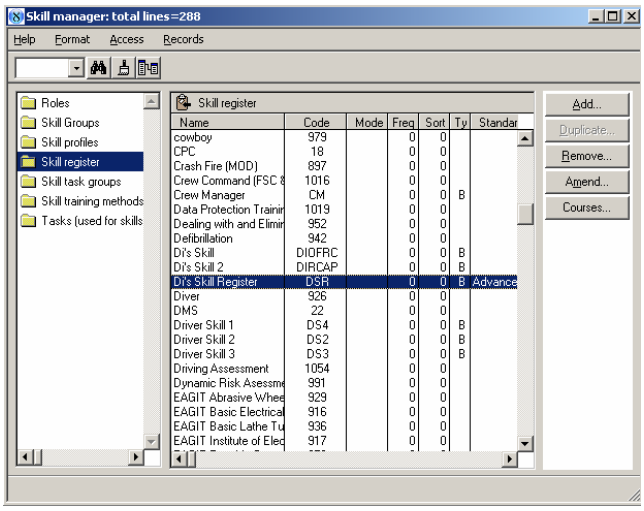


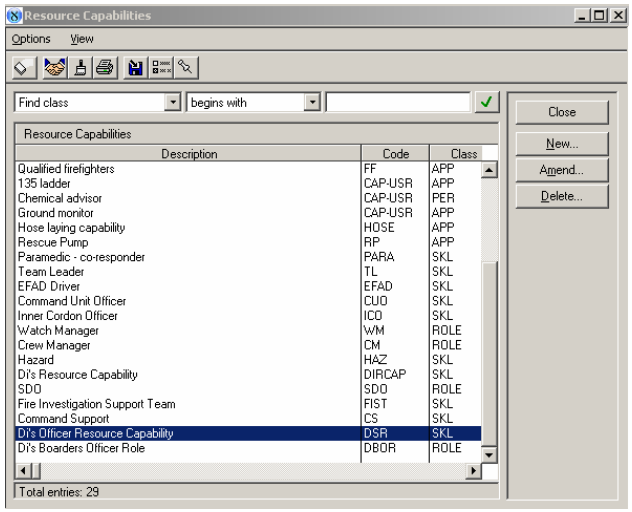
As you can see **'Di's Skill Register'** entry has been added to the bottom of the Skill Register list



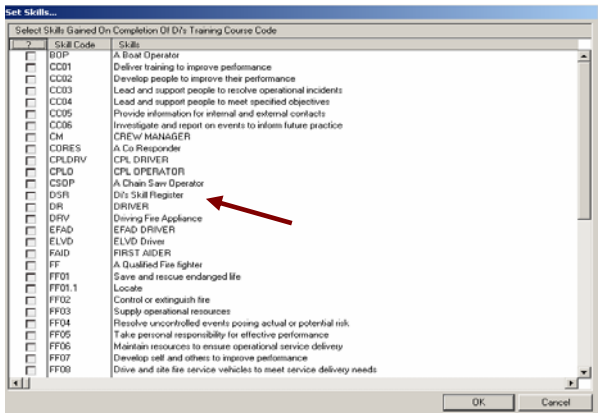
Important:

Make sure the relevant <u>Skill Code</u> is the same as the Code you want the skill to be linked up to in <u>Resource Capability</u>.

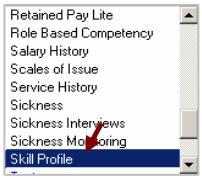


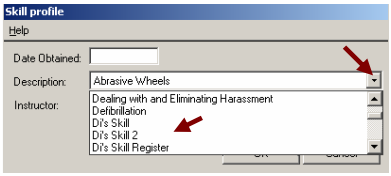


To view 'Di's Skill Register' Click onto 'Training Course Manager' – Click onto the 'Course Code' folder - Click onto the 'Skill' button – 'Di's Skill Register' will be displayed in the 'Set Skills' list. (pg 37)

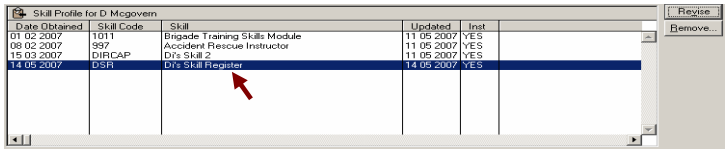

Set Skills...
Select Skills Gained On Completion Of Di's Training Course Code
Skill Code Skills
BOP A Boat Operator
CC01 Deliver training to improve performance
CC02 Develop people to improve their performance
CC03 Lead and support people to resolve operational incidents
CC04 Lead and support people to meet specified objectives
CC05 Provide information for internal and external contacts
CC06 Investigate and report on events to inform future practice
CM CREW MANAGER
CORES A Co Responder
CPLDRV CPL DRIVER
CPLO CPL OPERATOR
CSOP A Chain Saw Operator
DSR Di's Skill Register
DR DRIVER
DRV Driving Fire Appliance
EFAD EFAD DRIVER
ELVD ELVD Driver
FAID FIRST AIDER
FF A Qualified Fire fighter
FF01 Save and rescue endanged life
FF01.1 Locate
FF02 Control or extinguish fire
FF03 Supply operational resources
FF04 Resolve unconfrolled events posing actual or potential risk
FF05 Take personal responsibility for effective performance
FF06 Maintain resources to ensure operational service delivery
FF07 Develop self and others to improve performance
FF08 Drive and site fire service vehicles to meet service delivery needs
OK
Cancel

You will also find this drop down list in the 'Personal Record Card' window within the Sub-Menu - Click onto 'Skill Profile' – Click on 'Add' – Skill Profile - Click onto the 'Description' arrow.





Once set up you can click onto the OK button an the Skill earned will display in the window below the PRC

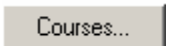

Skill Profile for D Mcgovern
Date Obtained Skill Code Skill Updated Inst
01 02 2007 1011 Brigade Training Skills Module 11 05 2007 YES
08 02 2007 997 Accident Rescue Instructor 11 05 2007 YES
15 03 2007 DIRCAP Di's Skill 2 11 05 2007 YES
14 05 2007 DSR Di's Skill Register 14 05 2007 YES
Revise
Remove...

Set Courses

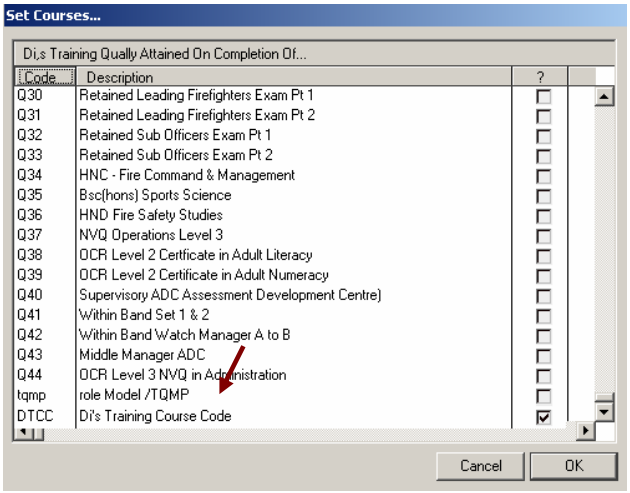
The course button on the right of the Skill Register window will allow you to specify which Courses will give the person the selected Skill.

By selecting the course(s) you will be able to specify what Skills are needed to attain the Qualification.

- Click onto the Course button

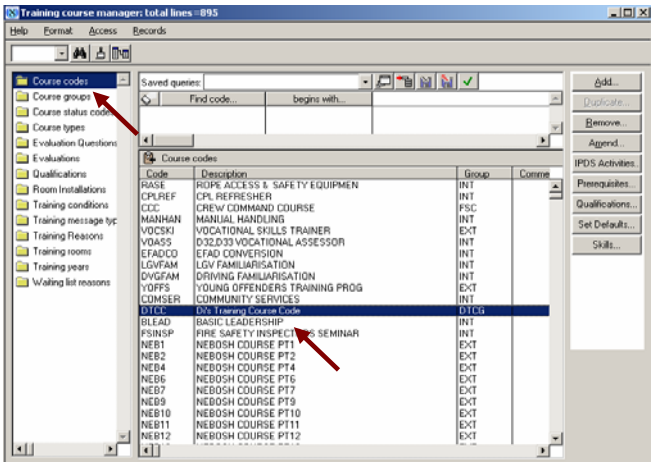


The Set Courses window will appear


Set Courses...
Di,s Training Qually Attained On Completion Of...
Code
Description
?
Q30 Retained Leading Firefighters Exam Pt 1
Q31 Retained Leading Firefighters Exam Pt 2
Q32 Retained Sub Officers Exam Pt 1
Q33 Retained Sub Officers Exam Pt 2
Q34 HNC - Fire Command & Management
Q35 Bsc(hons) Sports Science
Q36 HND Fire Safety Studies
Q37 NVQ Operations Level 3
Q38 OCR Level 2 Certficate in Adult Literacy
Q39 OCR Level 2 Certificate in Adult Numeracy
Q40 Supervisory ADC Assessment Development Centre)
Q41 Within Band Set 1 & 2
Q42 Within Band Watch Manager A to B
Q43 Middle Manager ADC
Q44 OCR Level 3 NVQ in Administration
tqmp role Model /TQMP
DTCC Di's Training Course Code
Cancel
OK

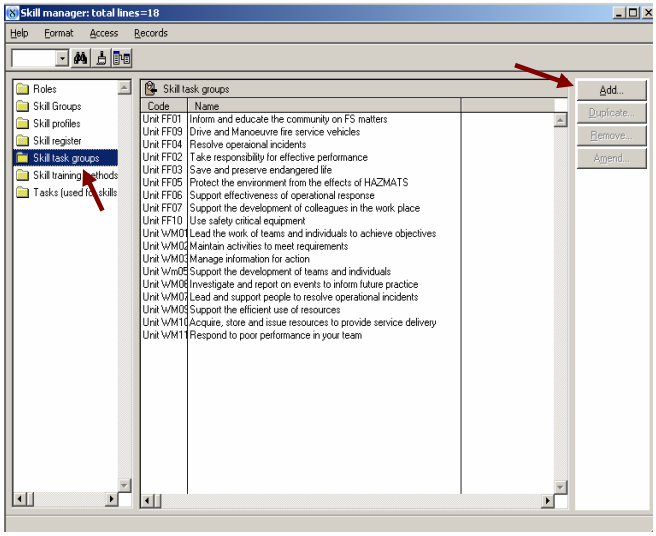
- Click into the boxes of the required courses
- Click the OK button

The list within this window is set up in Training Course Manager – Course Codes. (Pg 36)



Skill Task Group

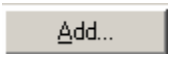
The 'Skill Task Group' is set up as an overall Group Heading of a variety of Skilled Tasks that where performed– i.e. under 'Save and Rescue Endangered Life' you would have 'Control & Support a BA Crew', ''Prevent Ignition or Spread of Fire…


Skill manager: total lines=18
Help
Format
Access
Records
Roles
Skill Groups
Skill profiles
Skill register
Skill task groups
Skill training methods
Tasks (used for skills
Skill task groups
Code
Name
Unit FF01 Inform and educate the community on FS matters
Unit FF09 Drive and Manoeuvre fire service vehicles
Unit FF04 Resolve operational incidents
Unit FF02 Take responsibility for effective performance
Unit FF03 Save and preserve endangered life
Unit FF05 Protect the environment from the effects of HAZMATS
Unit FF06 Support effectiveness of operational response
Unit FF07 Support the development of colleagues in the work place
Unit FF10 Use safety critical equipment
Unit WM01 Lead the work of teams and individuals to achieve objectives
Unit WM02 Maintain activities to meet requirements
Unit WM03 Manage information for action
Unit Wm05 Support the development of teams and individuals
Unit WM06 Investigate and report on events to inform future practice
Unit WM07 Lead and support people to resolve operational incidents
Unit WM09 Support the efficient use of resources
Unit WM10 Acquire, store and issue resources to provide service delivery
Unit WM11 Respond to poor performance in your team
Add...
Duplicate...
Remove...
Amend...

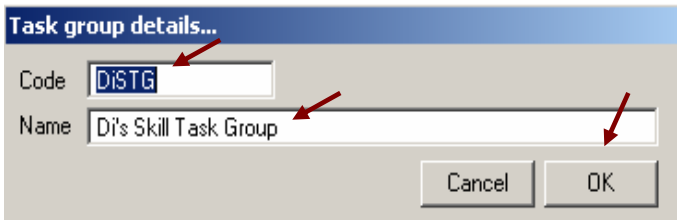
- Click onto the 'Skill Task Group' Folder

Any previous entries will appear in the window

- Click onto the 'Add' button

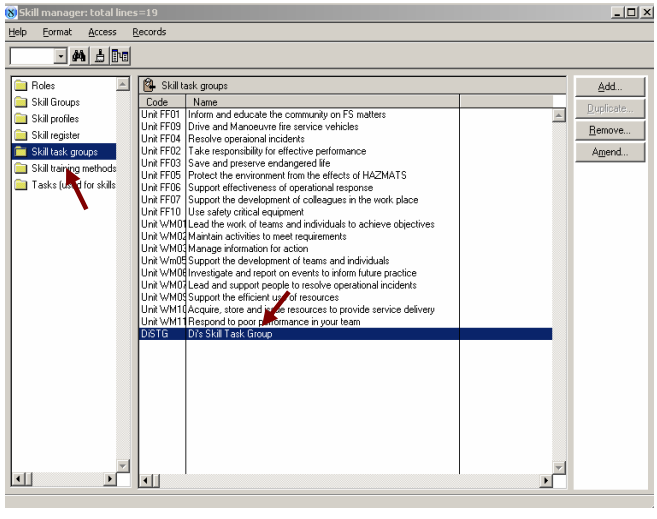


The Task Group window will open

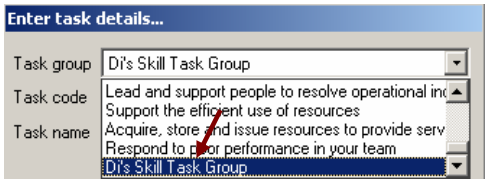


- Click onto the 'Code' box
- Enter a Code
- Click onto the 'Name' box
- Enter a Description of the Code
- Click onto the OK button

As you can see the Task Group you have just entered is now located at the bottom of the list


Skill manager: total lines=19
Help
Format
Access
Records
Roles
Skill Groups
Skill profiles
Skill register
Skill task groups
Skill training methods
Tasks (used for skills
Skill task groups
Code
Name
Unit FF01 Inform and educate the community on FS matters
Unit FF09 Drive and Manoeuvre fire service vehicles
Unit FF04 Resolve operational incidents
Unit FF02 Take responsibility for effective performance
Unit FF03 Save and preserve endangered life
Unit FF05 Protect the environment from the effects of HAZMATS
Unit FF06 Support effectiveness of operational response
Unit FF07 Support the development of colleagues in the work place
Unit FF10 Use safety critical equipment
Unit WM01 Lead the work of teams and individuals to achieve objectives
Unit WM02 Maintain activities to meet requirements
Unit WM03 Manage information for action
Unit Wm05 Support the development of teams and individuals
Unit WM06 Investigate and report on events to inform future practice
Unit WM07 Lead and support people to resolve operational incidents
Unit WM09 Support the efficient use of resources
Unit WM10 Acquire, store and issue resources to provide service delivery
Unit WM11 Respond to poor performance in your team
DiSTG Di's Skill Task Group
Add...
Duplicate...
Remove...
Amend...

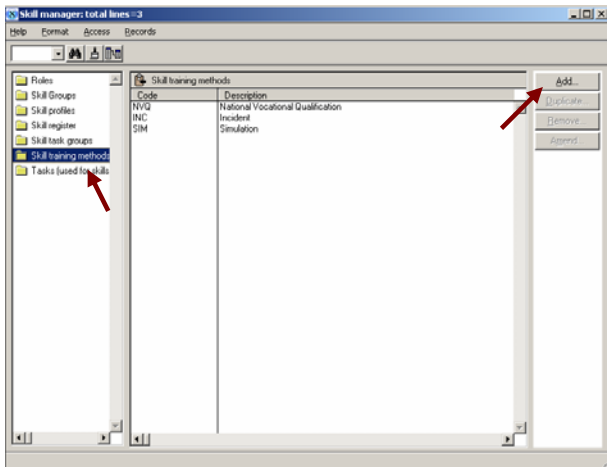
The 'Task Group' you have just entered will be displayed in the 'Tasks' (used for skills) folder – Click on 'Add' – Click on 'Tasks Group Arrow – Drop Down Menu.

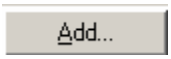

Enter task details...
Task group
Di's Skill Task Group
Task code
Task name
Lead and support people to resolve operational inc
Support the efficient use of resources
Acquire, store and issue resources to provide serv
Respond to poor performance in your team
Di's Skill Task Group

Skill Training Methods

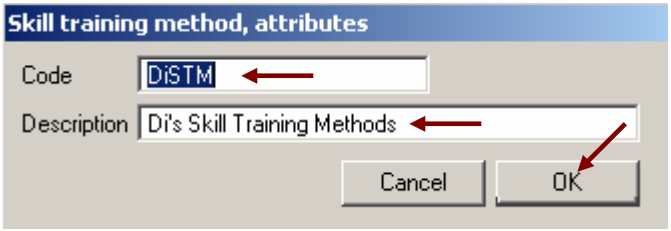
The Skill Training Methods is the set up to show the different Training Methods; National Qualifications, Workshop, Incident or Stimulation, the Candidate participated in.

- Click onto the 'Skill Training Methods' Folder
- Click onto the Add button



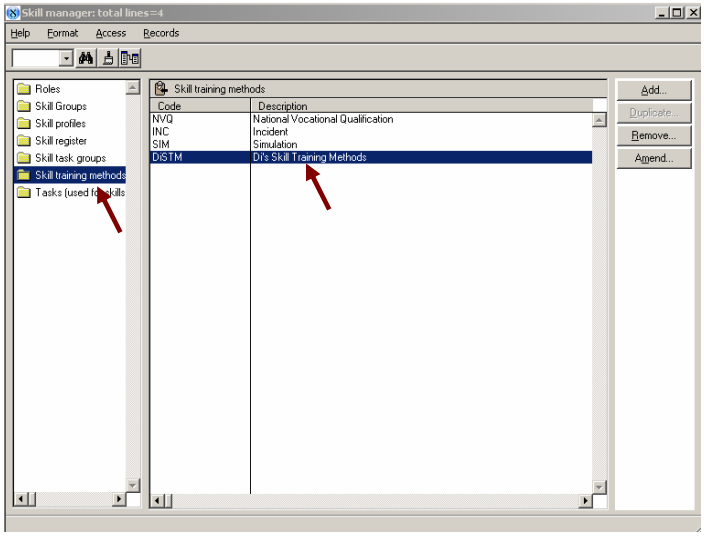


The 'Skill Training Method' window will open

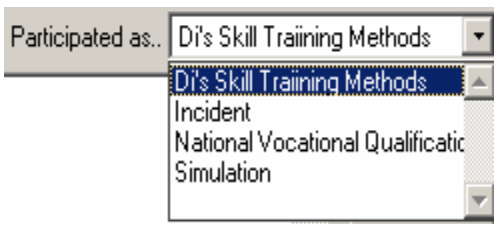


- Click onto the 'Code' box
- Enter a Code
- Click onto the 'Name' box
- Enter a Description of the Code
- Click onto the OK button

As you can see the 'Skill Training Methods' you have just entered is now located at the bottom of the list

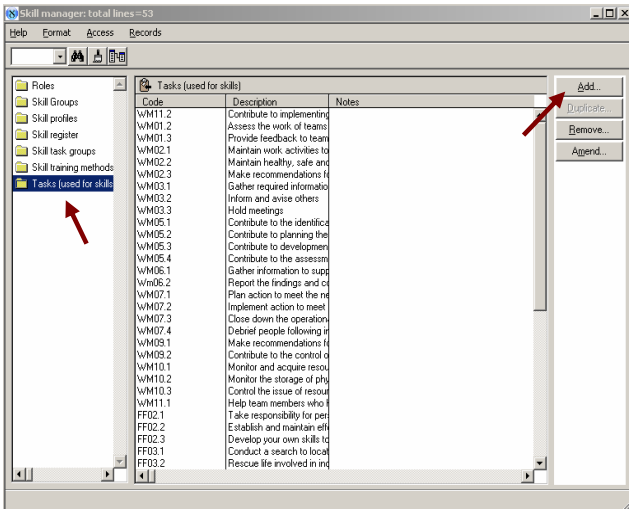


The 'Skill Training Methods' you have just entered will be displayed in the Competency Training Needs – Click onto Training - Competency Training Needs – Click onto one of the rows that has something in it – Click onto Get Personnel button – Click onto one of the Candidates – Click onto Enter Personnel Training button – under Participated As – click onto the drop down list.



Tasks (used for Skills)

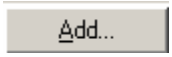
The Tasks (used for skills) is the set up to show the different Skills that would be used, e.g. Control and support BA crew, Prevent ignition or spread of fire, Rescue trapped people and or livestock in an incident etc…



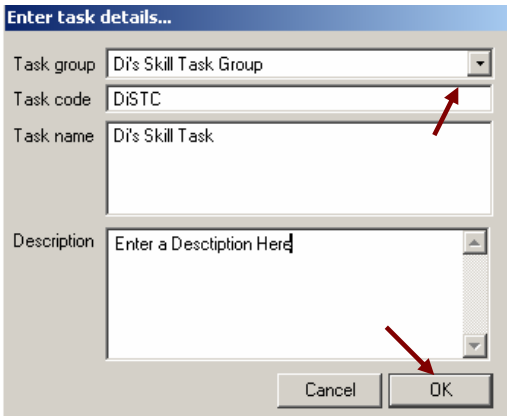
- Click onto the 'Tasks (used for skills)' Folder

Anything that has been previously entered will appear in the window on the right

- Click onto the Add button

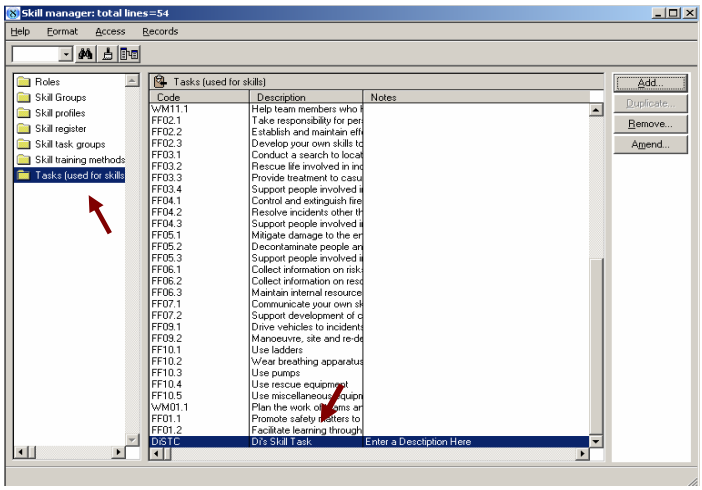


The Tasks window will open



- Click onto the 'Task Group' arrow
- Select a 'Task Group' from the drop down menu
- Enter a 'Task Code'
- Click into the 'Task Name' box
- Enter a Description of the Code
- Click into the 'Description' box
- Enter additional details here
- Click onto the OK button

As you can see the 'Tasks (used for skills)' you have just entered is now located at the bottom of the list

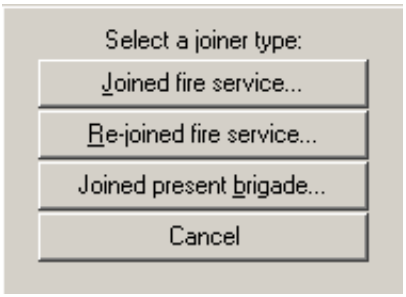


Enter a Joiner

This option is used to ADD a new or existing person to that brigades PRC database.

- Click the 'Joiner' button on the right of the PRC

There are three options to choose from:

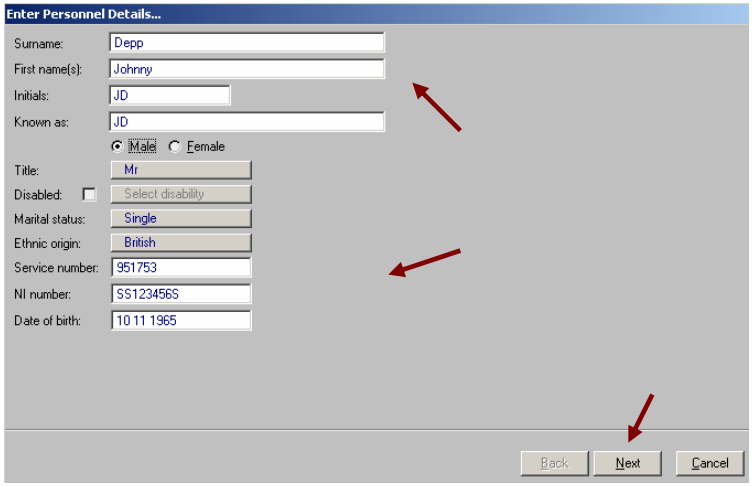


Joined Fire Service – *New candidate joining the Brigade.*

Re-Joined Fire Service – *A candidate who left the Brigade and has now decided to come back.*

Joined present Brigade – *A candidate who has moved from one Brigade to another.*

- To create a Joiner Click onto one of the options
- A window will appear asking you to 'enter Personnel Details'



- Click into the box and enter the persons

Name, Title, Status, Origin, Service Number, NINO, DOB and if known their Pay Reference.

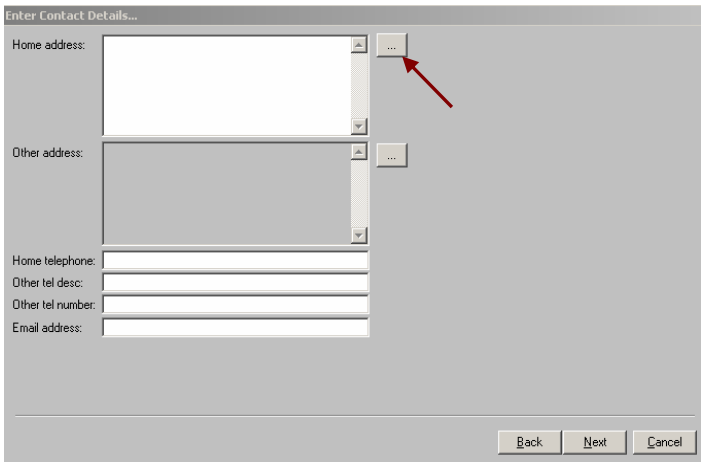
(It will be possible to add or amend details after the record has been created).

- Click onto the Next button

The next screen asks for address and contact details:

To enter the Address

- Click onto the button at the side of the Address Box

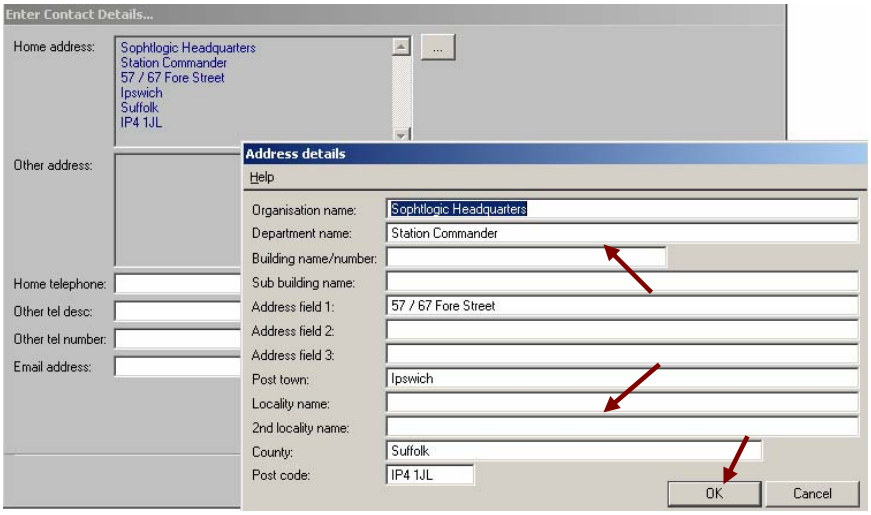


A dialog box will pop up – as shown below

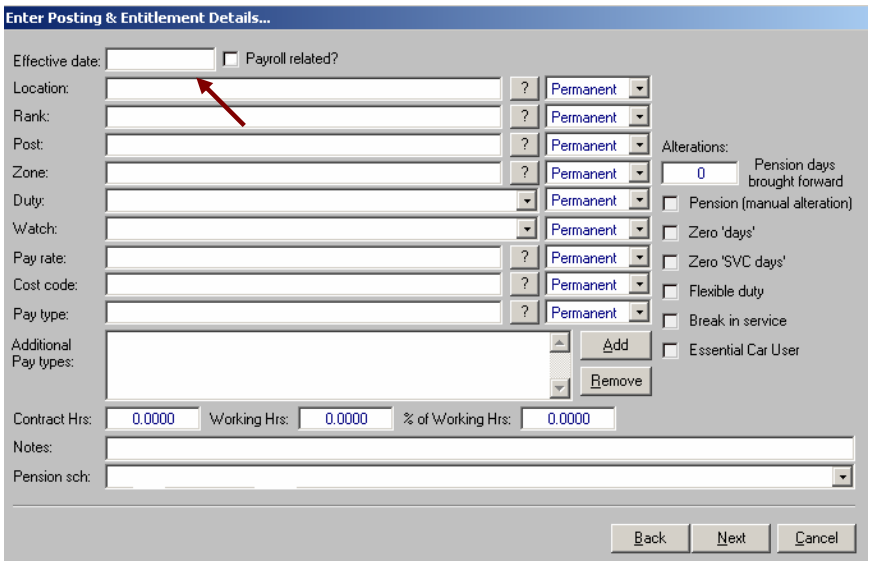
Enter the address details

- Click OK

- Enter the telephone numbers
- Enter an email
- Click Next



The next screen asks for details about the person's posting:



Dates are entered in the format DD MM YYYY –
i.e.
18 06 2007.

If the first numbers of a date are entered then the system will complete the rest with the current month and year.

Effective Date is the date when this person will start in this post.

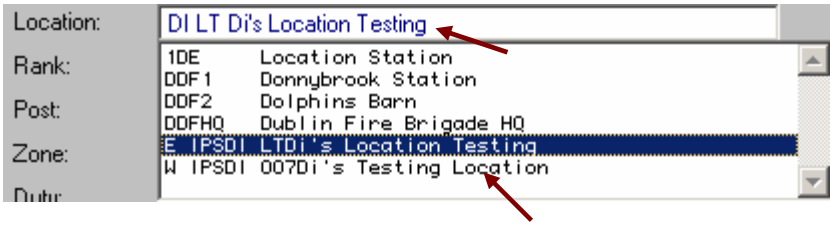
All of the text boxes on this window with question marks beside them are 'lookup fields'. By entering the first few characters of the relevant code and tabbing, a dropdown list will appear of all possible matches.

Type in a letter or the first few letters and tab.

- Hit the Enter key on your Keyboard

A list will appear with all options, beginning with the letters entered. As Shown

- Double-click on the desired option



You should see the option chosen, is now in the Location box.

To remove the drop down list

- Click inside the box

OR

- Click the Cancel button

This will not cancel the page only the drop down list

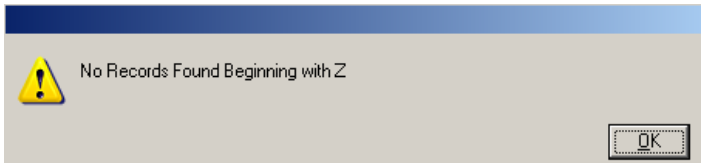
Warning:

If you click onto the Cancel button without any drop down menus showing – you will then CLOSE the PAGE, all data entered; on this Joiner, will not saved.

If you type in a letter into one of boxes that has no listings beginning with tat letter – as shown

And this error message box pops up

This means that there are no records starting with that letter



- Click OK

Notice the letter has disappeared from the box

Alternatively, by leaving the text box blank and pressing the **Question Mark** button against an option, this will list all possible options.

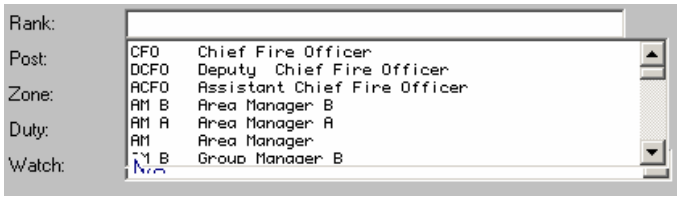
- Click onto the Question Mark icon

Upon selecting a rank, only the posts which meet those criteria will be displayed.

Watch is restricted by the duty that is chosen.

The dropdown list against each of the fields contains the following options will appear

- Click onto the chosen option
- Click into the box or the Cancel button



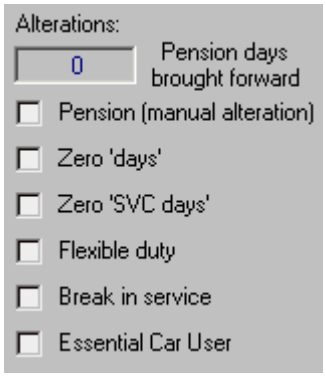
The Permanent arrow refers to a person's status within the related dropdown – i.e. whether they are permanently or temporarily posted to e.g. Zone, Duty, and Watch.

A status of 'Seconded to' only applies to a Location.

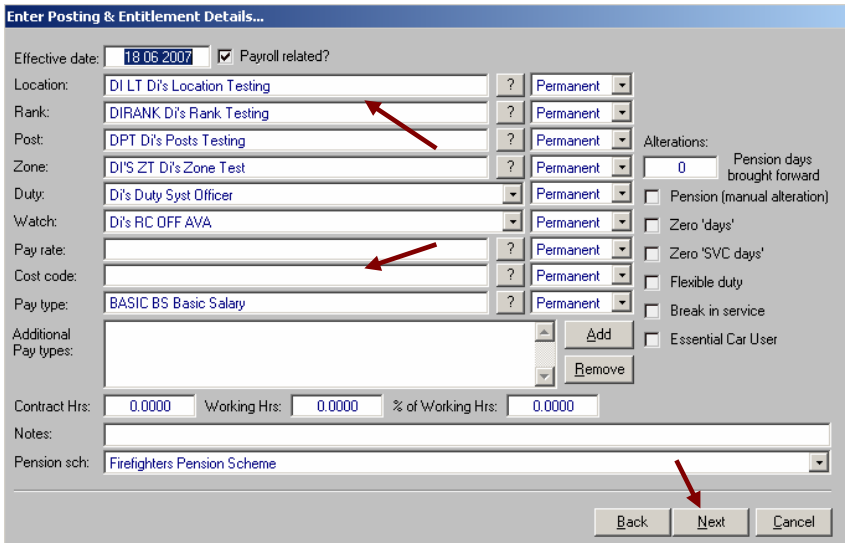
A status of 'Acting' only applies to Rank.

The checking of the 'Zero SVC day's check box ensures that the record entered isn't referenced by the 'Availability' system.

This allows 2 postings to cover the same date range e.g. recording details of an individual's pension.

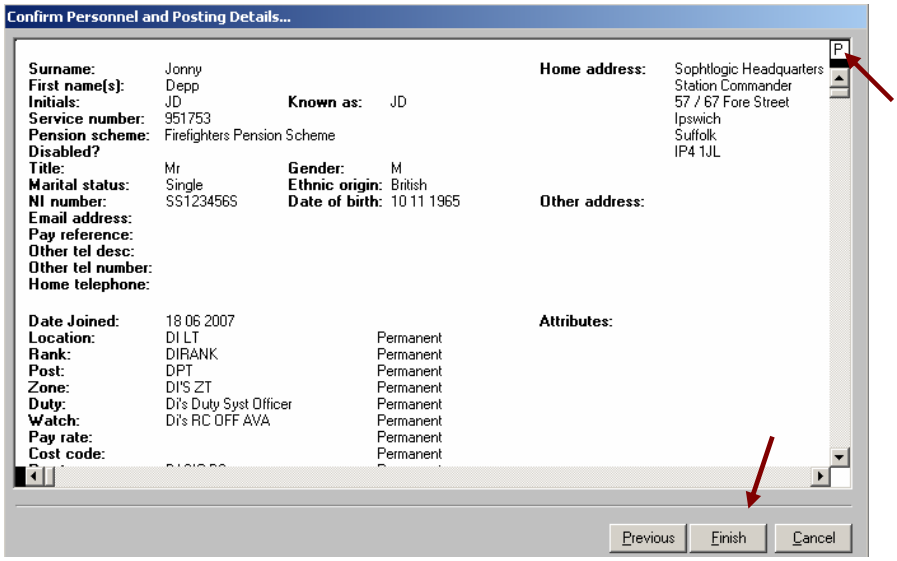


Once you have completed all the required boxes your 'Posting & Entitlement Details' should look something like the example shown ☺



- Click onto the Next button

A Report of the information you have entered will pop up – as shown



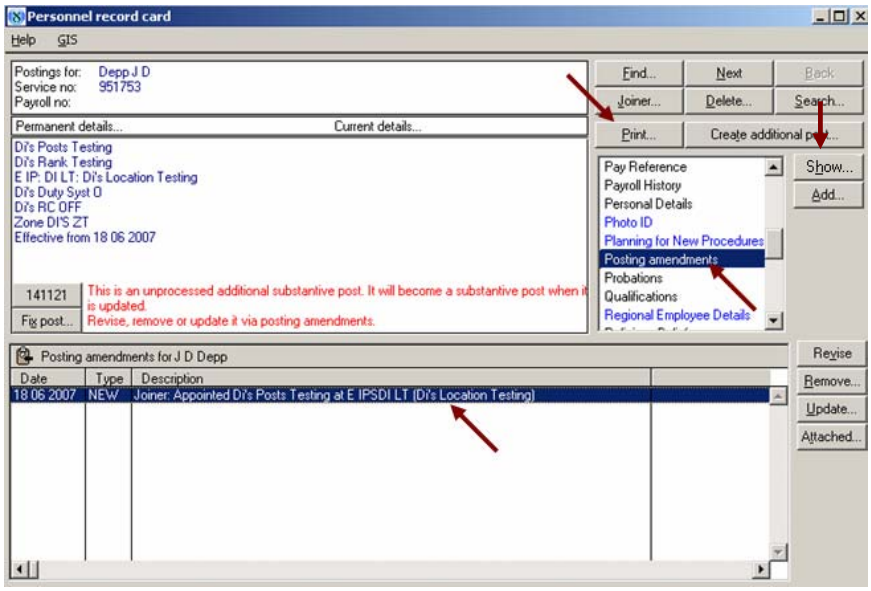
If you wish to Print out the 'Confirm Personnel & Posting Details',

- Click onto the '**P**' icon in the top left hand corner of the window.

- Click onto the Finish button

The details will now be entered into your PRC

To process a Joiner

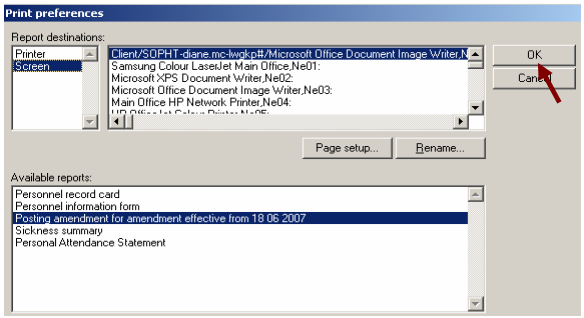


In the Sub-Menu

- Click onto Posting Amendments
- Click onto the Posting
- Click onto the Show button

- Click onto the Print button

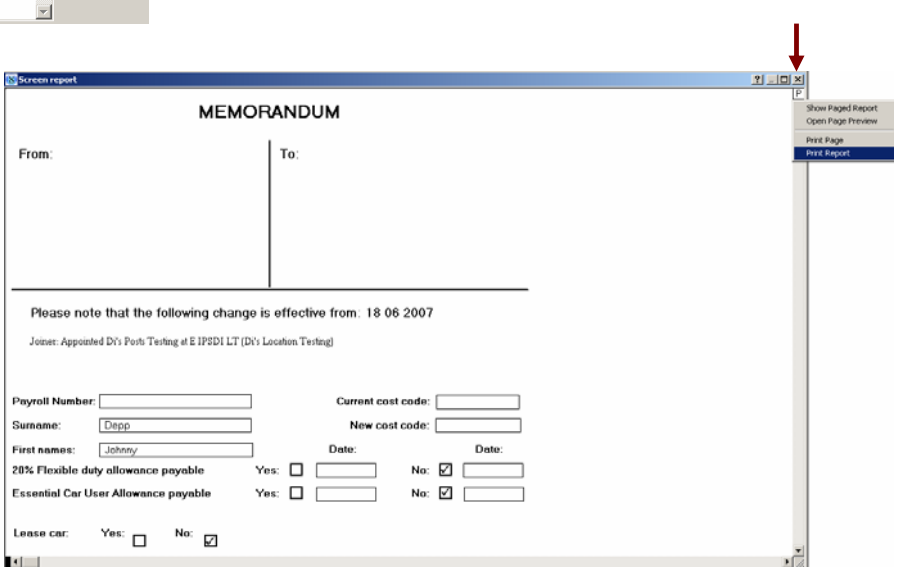
A Printing Preference window will appear



- Click onto the OK button

The 'Memorandum' window will now open

If you want to print the report click onto the 'P' in the top right hand corner

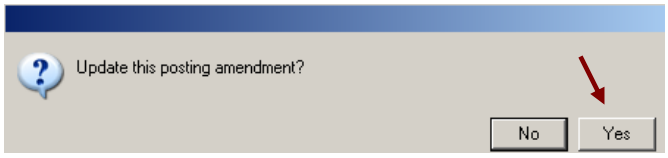


Otherwise

- Click onto the '**X**' in the top right hand corner (above the P)

A dialog box will pop up asking if the print was successful

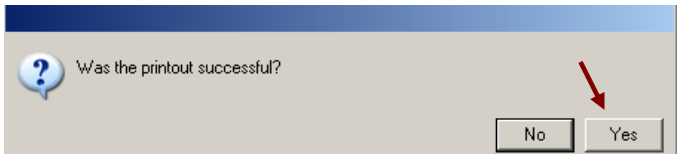
- Click onto the 'Yes' button



To finalise the processing of the new Joiner

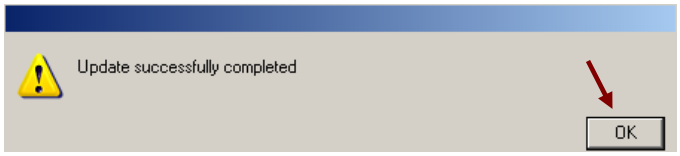
- Click onto the 'Update' button

A dialog box will pop up asking if the printout was successful

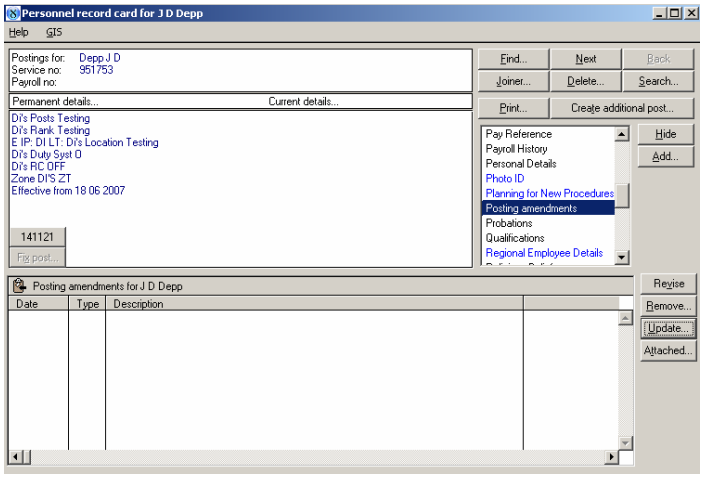


- Click onto the 'Yes' button

Another dialog box will appear saying that the 'Update successfully completed'



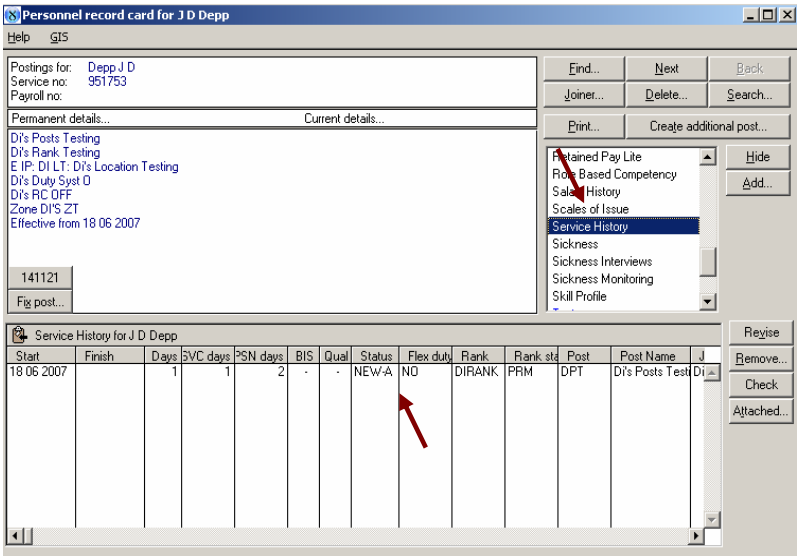
- Click onto the OK button



The record has now been entered into the PRC – the red writing has now gone -

Please note:

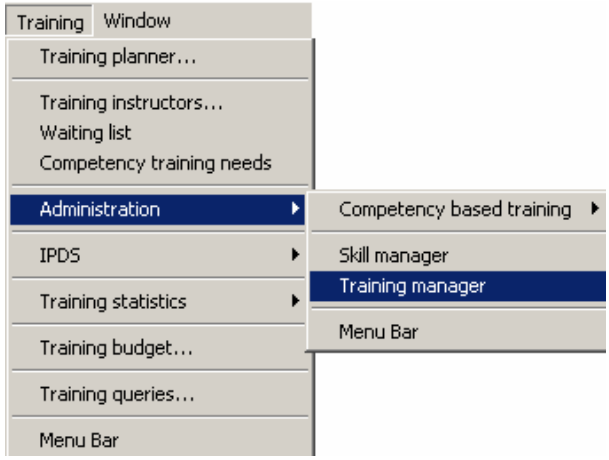
That to review records associated to the Posting Amendment please refer to the Service History sub menu option.



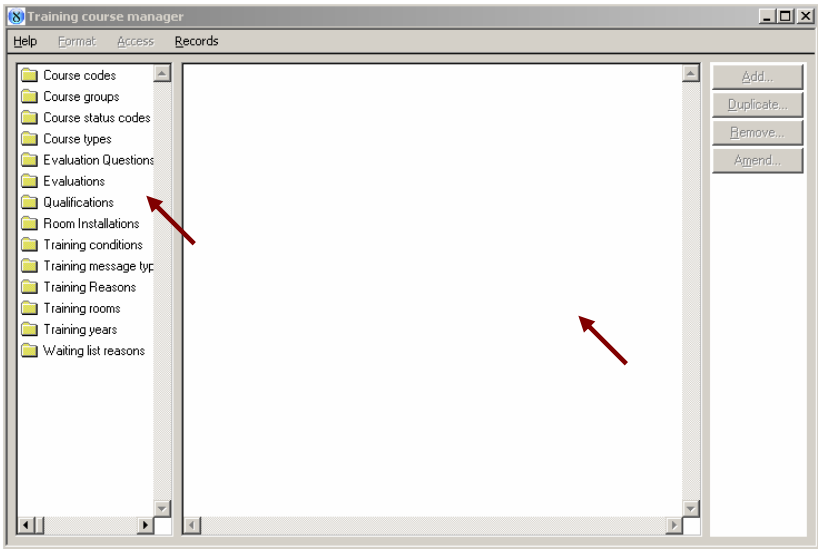
Training Manager

The Training Manager allows the user to setup all of the static/lookup information used by the training system. It also provides a single access point for the performing of setup procedure.

- Click onto Training
- Scroll Down to Administration
- Click onto Training Manager



The Training Course Manager window will appear



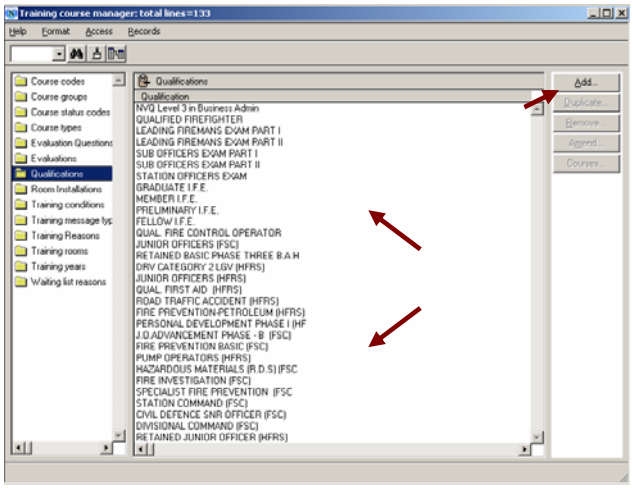
As you can see there are many folders on the left hand side of the window

- By clicking onto one of these folders any entries that were entered previously will appear in the window on the right

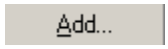
Let's have a look at the folders...

Qualifications

Here, you would setup your Qualifications. This can include both Internal and External Qualifications. The Qualification displayed replicate the qualifications held in the 'Qualifications' window of the Personal System'. The Qualification can be used to identify Qualifications attained after the successful completion of a course, alternatively Qualifications can be used to identify the Qualification required by candidates prior a course attendance.

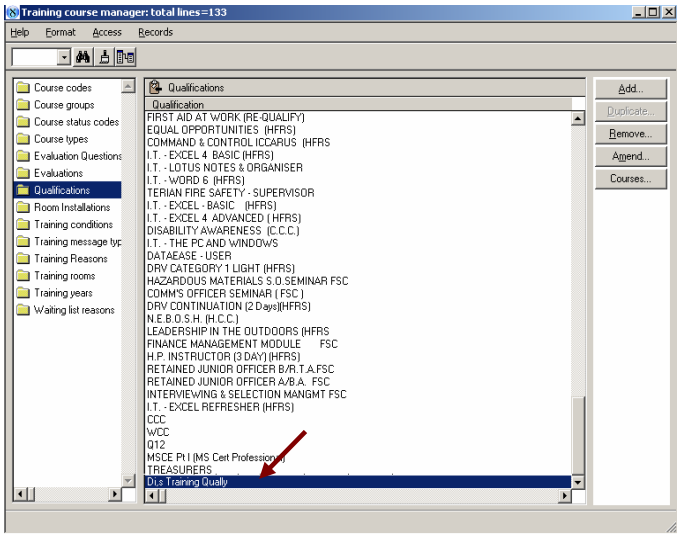


- Click onto the Qualifications folder
- Click onto the Add button



The qualifications window will appear

- Enter the name of the Qualification into the 'Description' box



As you can see the Qualification you have entered is now at the bottom of the Qualification list

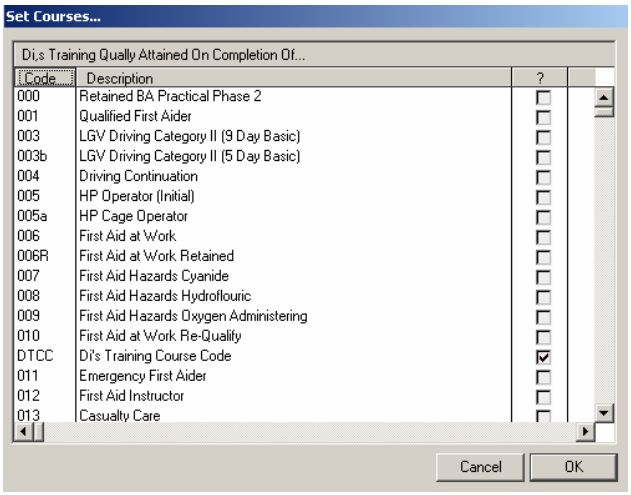
These Qualifications can be associated to the course top identify where on completion the Qualification is gained.

To do this:-

- Highlight the Qualification
- Click onto the Courses button

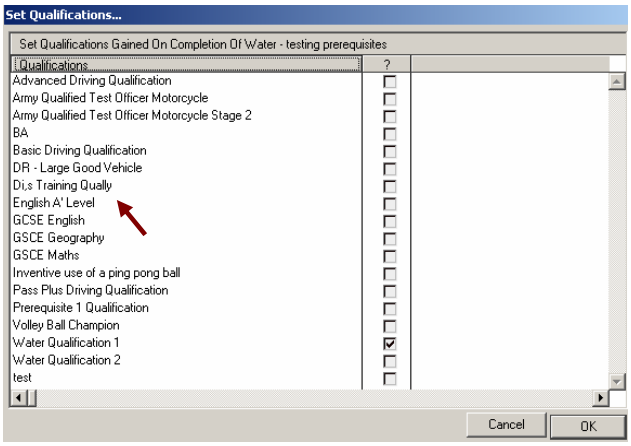
The ‘Set Course’ window will appear

To associate the selected Qualification to the required course,

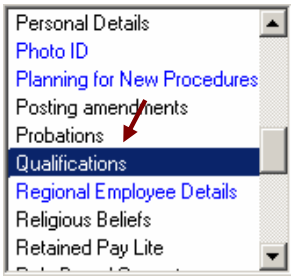

Set Courses...
Di,s Training Qually Attained On Completion Of...
Code
Description
?
000 Retained BA Practical Phase 2
001 Qualified First Aider
003 LGV Driving Category II (9 Day Basic)
003b LGV Driving Category II (5 Day Basic)
004 Driving Continuation
005 HP Operator (Initial)
005a HP Cage Operator
006 First Aid at Work
006R First Aid at Work Retained
007 First Aid Hazards Cyanide
008 First Aid Hazards Hydroflouric
009 First Aid Hazards Oxygen Administering
010 First Aid at Work Re-Qualify
DTCC Di's Training Course Code
011 Emergency First Aider
012 First Aid Instructor
013 Casualty Care
Cancel
OK

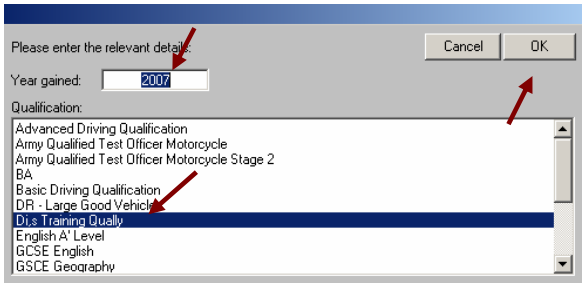
- Click into the relevant box(s)
- Click onto the OK button

To view ‘Di’s Training Qually’ Click onto ‘Training Course Manager’ – Click onto the ‘Course Code’ folder - Click onto the ‘Qualification’ button – ‘Di’s Training Qually’ will be displayed in the ‘Set Qualifications’ list.

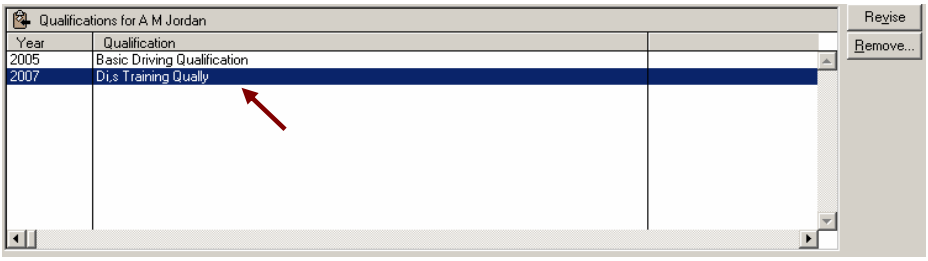


You will also find this drop down list in the 'Personal Record Card' window within the Sub-Menu - Click onto 'Qualification' - Click on 'Add' – Scroll down the 'Qualification' arrow.



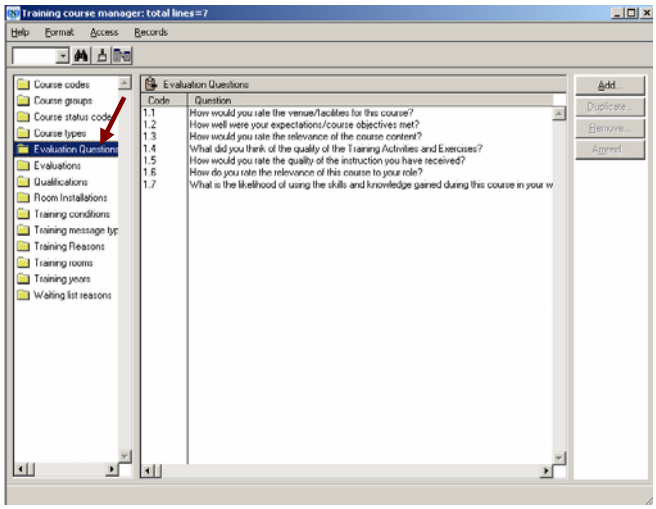


Once set up you can click onto the OK button an the Qualification earned will display in the window below the PRC



Evaluation Questions

Evaluations can be stored against a course once it has been completed. This is where all possible questions are stored.


Training course manager: total lines=7
Help Format Access Records
Course codes
Course groups
Course status codes
Course types
Evaluation Questions
Evaluations
Qualifications
Room Installations
Training conditions
Training message typ
Training Reasons
Training rooms
Training years
Waiting list reasons
Evaluation Questions
Code Question
1.1 How would you rate the venue/facilities for this course?
1.2 How well were your expectations/course objectives met?
1.3 How would you rate the relevance of the course content?
1.4 What did you think of the quality of the Training Activities and Exercises?
1.5 How would you rate the quality of the instruction you have received?
1.6 How do you rate the relevance of this course to your role?
1.7 What is the likelihood of using the skills and knowledge gained during this course in your w
Add...
Duplicate...
Remove...
Amend...

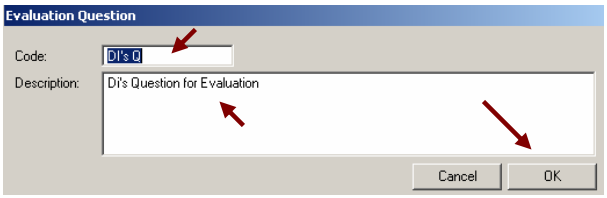
- Click onto Evaluations Questions folder

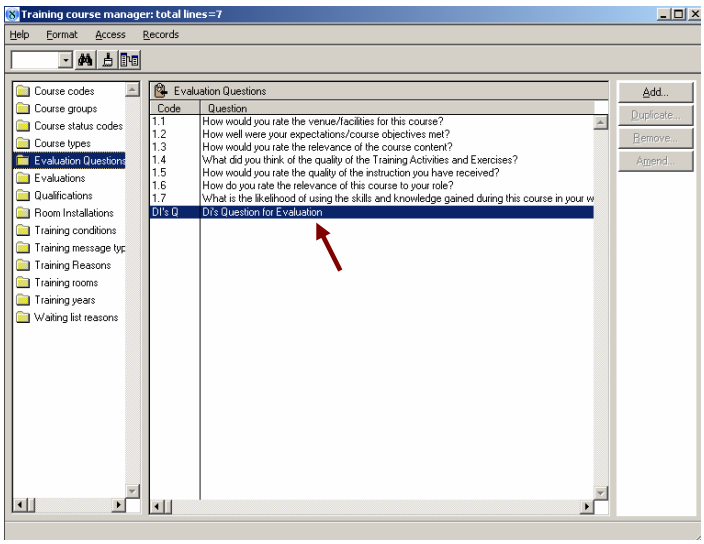
Any questions that have been previously entered will appear in the window

- Click onto the Add button

The Evaluation Question window will appear

- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

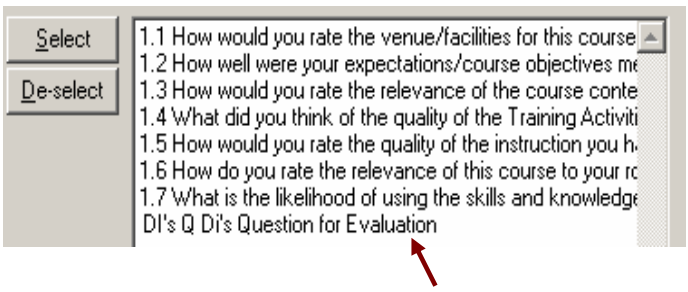



Training course manager: total lines=7
Help Format Access Records
Course codes
Course groups
Course status codes
Course types
Evaluation Questions
Evaluations
Qualifications
Room Installations
Training conditions
Training message typ
Training Reasons
Training rooms
Training years
Waiting list reasons
Evaluation Questions
Code Question
1.1 How would you rate the venue/facilities for this course?
1.2 How well were your expectations/course objectives met?
1.3 How would you rate the relevance of the course content?
1.4 What did you think of the quality of the Training Activities and Exercises?
1.5 How would you rate the quality of the instruction you have received?
1.6 How do you rate the relevance of this course to your role?
1.7 What is the likelihood of using the skills and knowledge gained during this course in your w
DI's Q Di's Question for Evaluation
Add...
Duplicate...
Remove...
Amend...

As you can see the Evaluation Question that you have just entered is now displayed at the bottom of the list

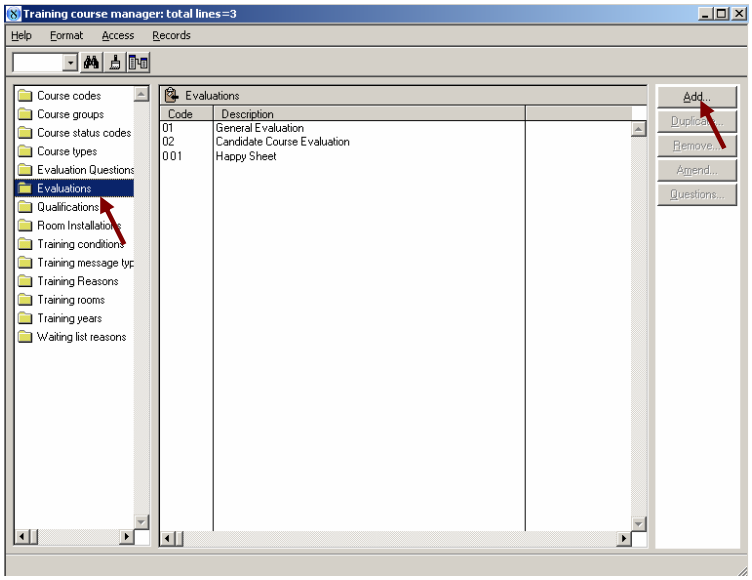
NOTE: The questions will be ordered in Code order.

The 'Evaluation Questions' will appear in 'Evaluations' folder – Click onto a Question - 'Questions' Button - the 'Question Assigned' window.


Select
De-select
1.1 How would you rate the venue/facilities for this course
1.2 How well were your expectations/course objectives me
1.3 How would you rate the relevance of the course conte
1.4 What did you think of the quality of the Training Activiti
1.5 How would you rate the quality of the instruction you h
1.6 How do you rate the relevance of this course to your r
1.7 What is the likelihood of using the skills and knowledge
DI's Q Di's Question for Evaluation

Evaluations

Evaluations allow you to bring together collections of questions to be used against different types of courses.



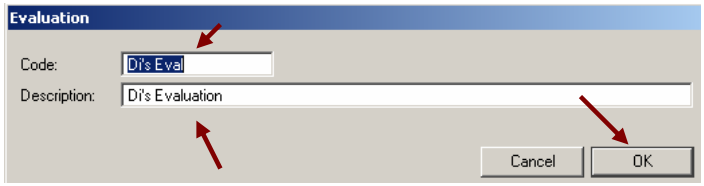
- Click onto Evaluations Questions folder

Any questions that have been previously entered will appear in the window

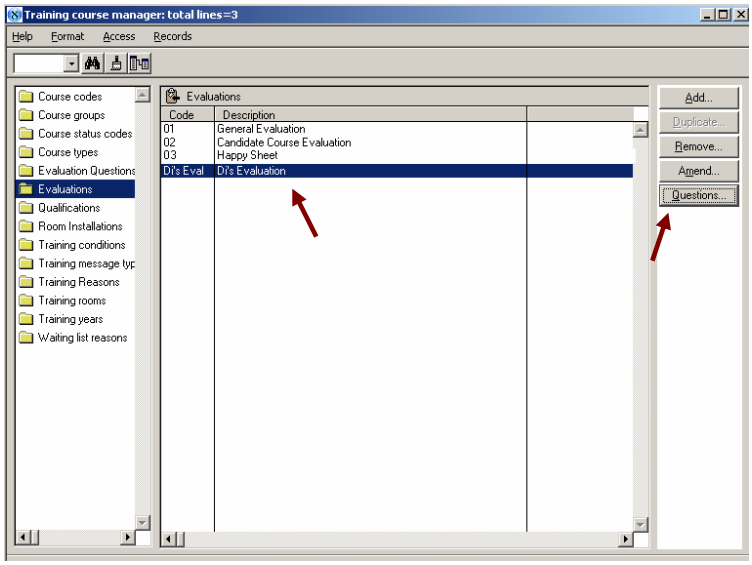
- Click onto the Add button

The Evaluation Question window will appear

- Enter a Code
- Enter a Description of the Code
- Click onto the OK button



As you can see the Evaluation that you have just entered is now displayed at the bottom of the list



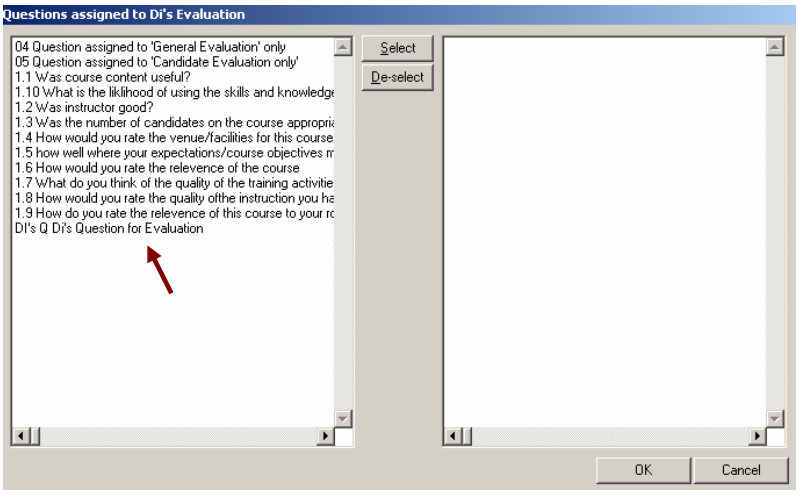
To assign the questions to certain Evaluations (course headings)

- Click onto the Evaluation heading
- Click onto the Questions button

As you can see the Question that you set up in 'Evaluation Questions' has appeared in the 'Question Assigned box.

To assign these Questions to your Evaluation (Course Heading)

- Highlight the Question(s)


Questions assigned to Di's Evaluation
04 Question assigned to 'General Evaluation' only
05 Question assigned to 'Candidate Evaluation only'
1.1 Was course content useful?
1.10 What is the liklihood of using the skills and knowledge
1.2 Was instructor good?
1.3 Was the number of candidates on the course appropri
1.4 How would you rate the venue/facilities for this course
1.5 how well where your expectations/course objectives m
1.6 How would you rate the relevence of the course
1.7 What do you think of the quality of the training activitie
1.8 How would you rate the quality ofthe instruction you ha
1.9 How do you rate the relevence of this course to your rc
DI's Q Di's Question for Evaluation
Select
De-select
OK
Cancel

To select individual questions

- **Click onto the 1st question,**
- **Hold down the Ctrl key**
- **Click onto the questions you want to select**

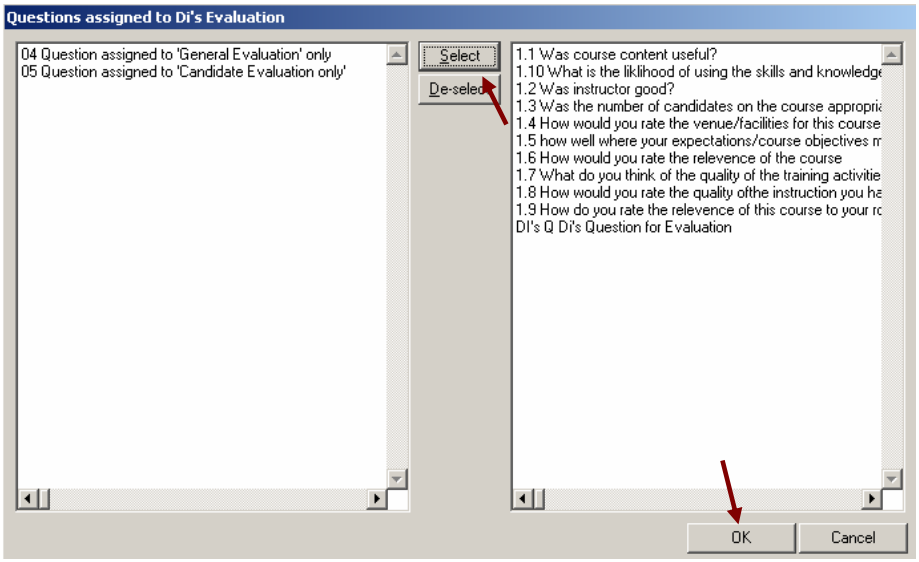
To select more than one question

- **Click onto the 1st question,**
- **Hold down the left mouse key**
- **Drag down the list of questions you want to select**

Once you have selected your Questions

- Click onto the Select button

As you can see all the questions have now moved over to the right hand side of the window

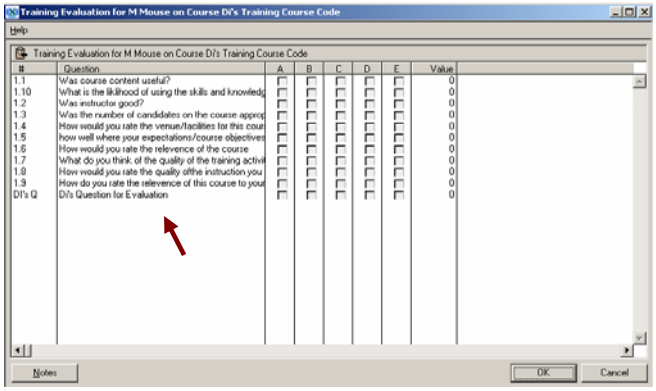

Questions assigned to Di's Evaluation
04 Question assigned to 'General Evaluation' only
05 Question assigned to 'Candidate Evaluation only'
Select
De-select
1.1 Was course content useful?
1.10 What is the liklihood of using the skills and knowledge
1.2 Was instructor good?
1.3 Was the number of candidates on the course appropri
1.4 How would you rate the venue/facilities for this course
1.5 how well where your expectations/course objectives m
1.6 How would you rate the relevence of the course
1.7 What do you think of the quality of the training activitie
1.8 How would you rate the quality ofthe instruction you ha
1.9 How do you rate the relevence of this course to your rc
DI's Q Di's Question for Evaluation
OK
Cancel

- Click onto the OK button

Evaluations Course Groups are set up only for that group not for any other groups.

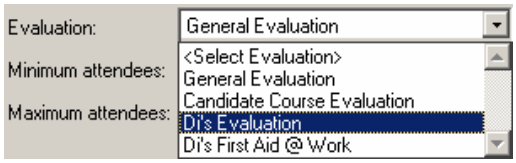
To locate the Evaluation and Evaluation Questions

Click onto the Training, Click onto Training Planner, Click onto the Analysis icon, Select a Course - Click onto the Planner button - Select a Candidate (Green) - Click onto the Evaluation button – a list of the questions will appear in this window


Training Evaluation for M Mouse on Course Di's Training Course Code
Help
Training Evaluation for M Mouse on Course Di's Training Course Code
Question A B C D E Value
1.1 Was course content useful? 0
1.10 What is the likilhood of using the skills and knowledg 0
1.2 Was instructor good? 0
1.3 Was the number of candidates on the course approp 0
1.4 How would you rate the venue/facilities for this cour 0
1.5 how well where your expectations/course objectives 0
1.6 How would you rate the relevence of the course 0
1.7 What do you think of the quality of the training activi 0
1.8 How would you rate the quality ofthe instruction you 0
1.9 How do you rate the relevence of this course to your 0
Di's Q Di's Question for Evaluation 0
Notes
OK
Cancel

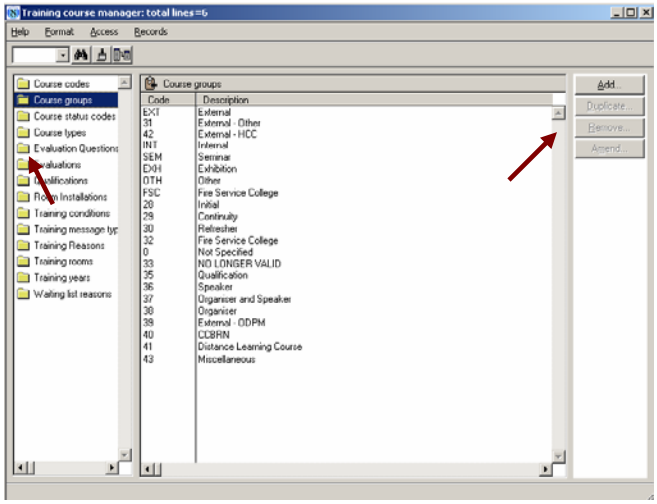
Once the status of a person is set to Result; green, an Evaluation of the course can be entered.

To link the Evaluation to the course(s) go to – Course Codes – Set Default button – Evaluation drop down list – choose the evaluation you want to use.



Course Groups

Course Groups can be used in one of two ways. Firstly groups can be used to describe the type of course – i.e. Initial, Refresher, Fire Service College, Seminar, Qualification.

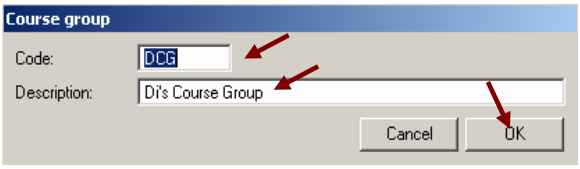


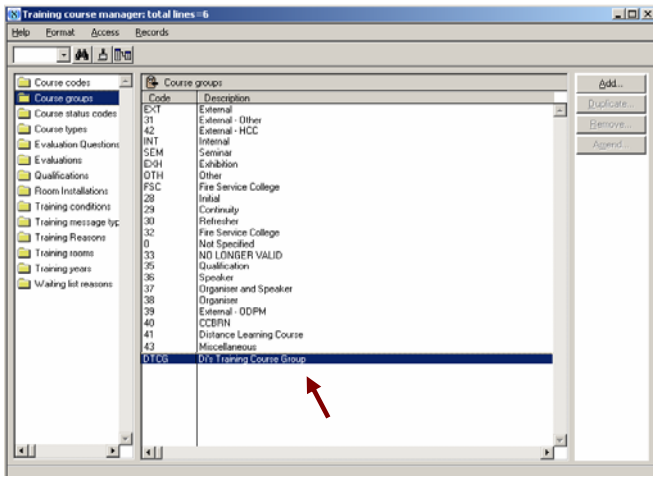
- Click onto the 'Course Groups' folder

Alternatively this can be used to record the function of the course – i.e. Breathing Apparatus, Fire Safety, First Aid, and Driving.

- Click onto the Add button

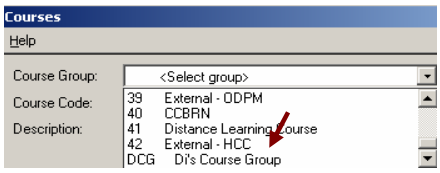
- Enter a meaningful Code
- Enter a description of the Code
- Click the OK button





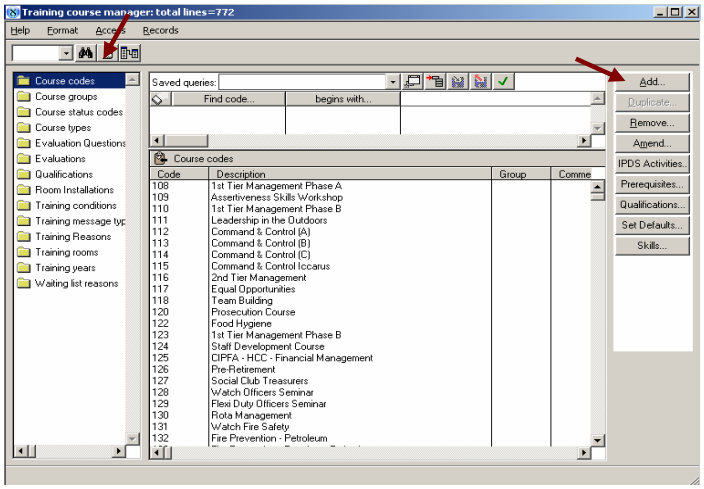
As you can see your entry has now been entered at the bottom of the 'Course Group' window

The 'Course Group you have just entered will be displayed in the 'Course Code' folder – Click on 'Add' – Click on 'Course Group Arrow – Drop Down Menu.



Course Codes

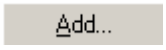
The number and variety of courses undertaken by the Brigade are extensive; it is for this reason that courses are associated to Course Groups. These are generic Course Codes as opposed to instances of courses which will be covered later in this document. Each different type of course should have its own 'Course Code'.



- Click onto the 'Course Code' folder

Any Courses that have been entered previously will appear in the 'Course Code' window

- Click onto the Add button



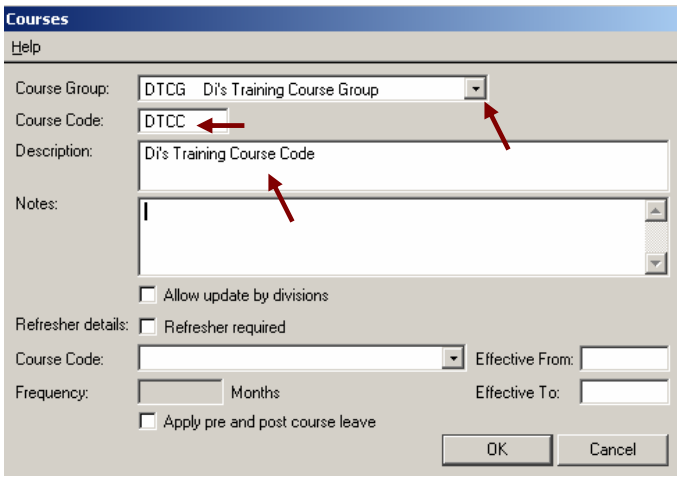
The 'Courses' window will appear

Course Group - This is a list of the Training Groups that you set up in the 'Course Groups' folder. The group is used as a grouping mechanism used by reports.

Course Code - Unique Code to identify this type of course.

Description - Details of the course which will be displayed alongside the Course Code.

Notes - If you need to enter any notes about the course, do this by clicking into the Notes box



If you want to make this course a follow-up / repeat / refreshers course, you will need to close the window first…

- Click onto the OK button

To reopen the Course Code and make the course as an follow-up / repeat / refreshers course

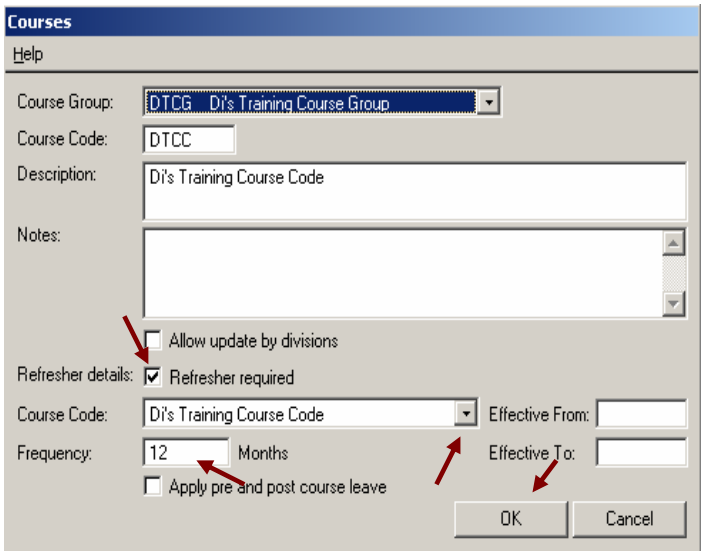
- Click onto the Course you have just entered
- Click onto the Amend button

Refresher Required - Ensure that this is selected for courses that require a follow-up in order report on personnel that are due for a refresher course.

Course Code - If refresher selected, select the refresher course code.

Frequency (Months) - How long until the next refresher course is required.

Apply Pre and Post Course Leave - The pattern for pre and post course leave has been identified as follows:



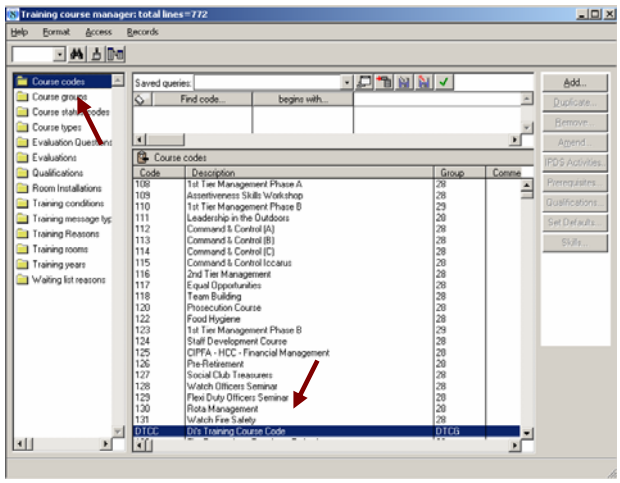
If a 2 week course (e.g. BA refresher) starts on a Monday and a nominated candidate is working days on the previous Saturday & Sunday, they get the Sunday off. If they are working Nights, they get both shifts off. Regardless of shifts worked on the two days preceding the end of the course, they will get these off.

Effective From and Effective To - Allows the course to be archived. If left blank then course will always be available, otherwise it will only be available for selection between the Effective Date Range.

Once completed entering the details

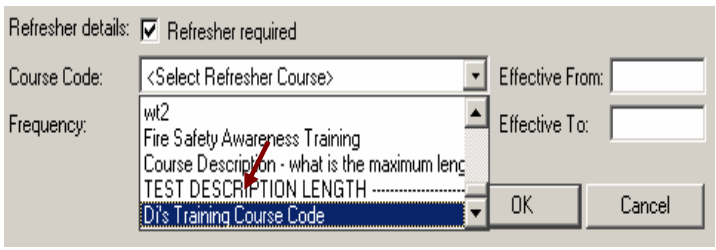
- Click onto the OK button

You will be returned to the 'Training Course Manager' window



As you can see your 'Course Code' has been entered at the bottom of the list

The Course Code can be located in the 'Course Code' drop down list – Click onto the Course – Click the Amend button – Tick Refresher Required box - Click on Course Code arrow – scroll down and select your Course



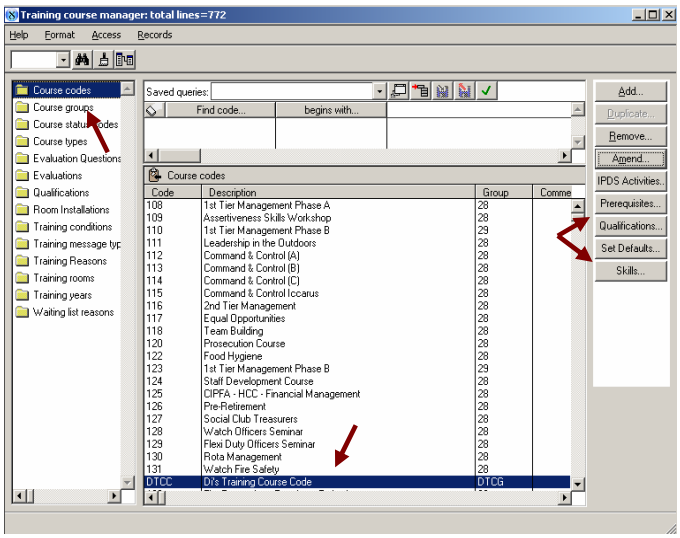
Let's have a look at how the other buttons relate to the 'Course Code'

Prerequisites

It is possible to set up Prerequisite Courses, Skills and Qualifications for a Course.

At the point of nominating somebody on a course, the system will check whether the person meets these criteria.

From the main 'Course Code' window there will be a number of buttons on the right.



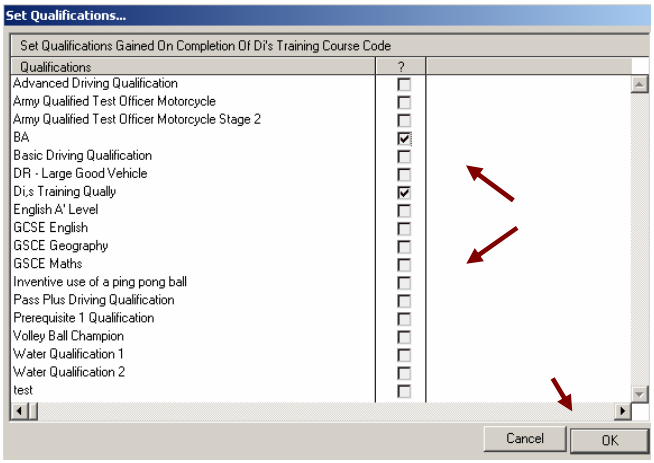
Set Qualifications

Specify the Qualifications that will be attained by successfully completing this type of course.

- Click onto the Qualifications button.

The Set Qualifications window will appear

Select the Qualifications that a person must have in order to qualify for the selected course.



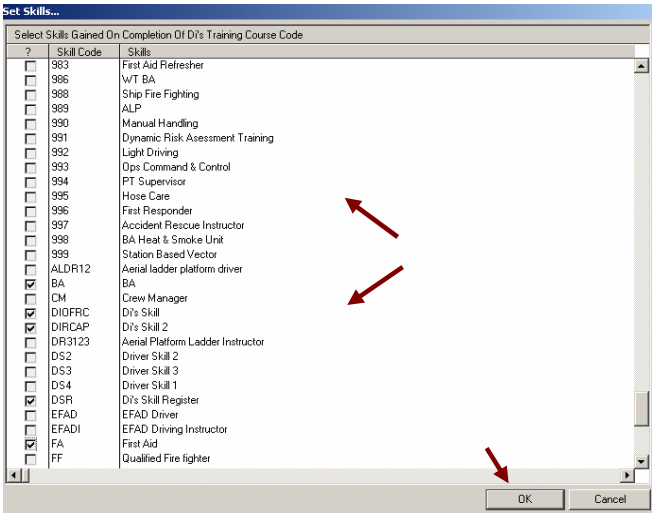
- Click the OK button

Set Skills

To specify the Skills that will be attained by successfully completing this type of course.

- Click onto the Skill button.

The Set Skills window will appear



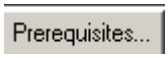
Select the Skills that a person must have in order to qualify for the selected course.

- Click the OK button

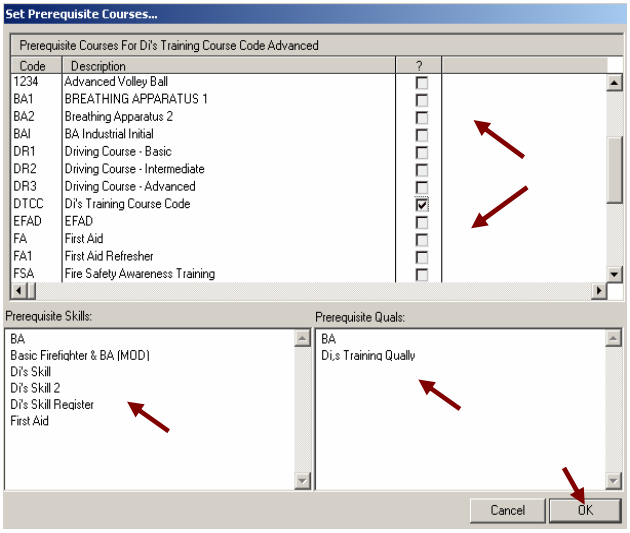
Set Prerequisite Courses

The Prerequisite Courses are courses that have to be completed before the candidate can access the course, this is not always required.

- Click onto the Prerequisites button.



The Set Prerequisite Courses window will appear



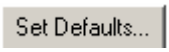
Tick the box(s) beside the prerequisite courses that the candidate has to have to enter the course.

Any 'Prerequisite Skills' and or 'Prerequisite Qualifications' that are attached to the Courses will appear in the boxes, below the list.

Some courses will not require any skills or Qualifications; if that is the case then these boxes will be blank.

Set Defaults

It is possible to specify the above details against each occurrence of a course, but by specifying these here, they will appear by default against each new course of the selected type.

- Click onto the 'Set Default' button. 

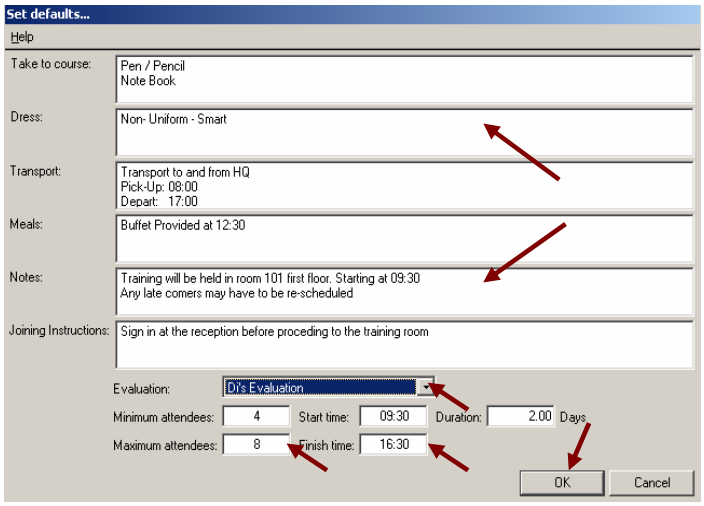
The Set Default window will appear

Enter the requirements information in order for the person to do/have in order to attend the selected course.

Take to Course: Enter what you require for the candidate to take with them to the course.

Dress: You could request you candidates to come in Uniform / Non-Uniform, Casual, Smart, Gym Gear, or Overalls will be provided. You can also request what type of shoes, boots or trainers they must wear.

Transport: Enter if there will be transport available or if they need to make their own way you can even enter directions.



Meals: Enter if there will be a Buffet, Meal, or they need to bring a Pack Lunch.

Notes: Enter any additional information here.

Joining Instructions: Additional instructions can be entered here, like signing in at reception.

Evaluation: Click onto the arrow and select the type of Evaluation you wish the candidate to fill in after the course.

Min / Max Attendees: Enter the minimum you will accept to start the course and the maximum.

Start / Finish Times: Enter the start and Finish times of the course.

Duration: Enter how many days the course will be running for.

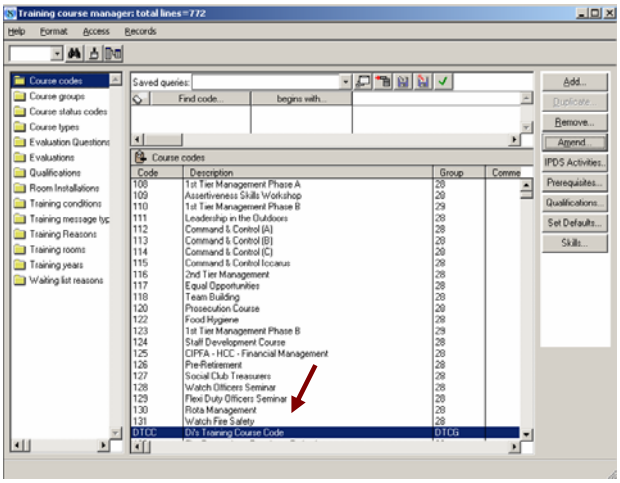
Once you are happy with the requirements for the selected course:-

- Click onto the OK button

Search for a Course Code

When you have entered all your Course Codes (courses) there could be quite a lot to scroll through. By using the Search facility it will make your life a lot easier in finding the course.

- Click onto the Course Code folder

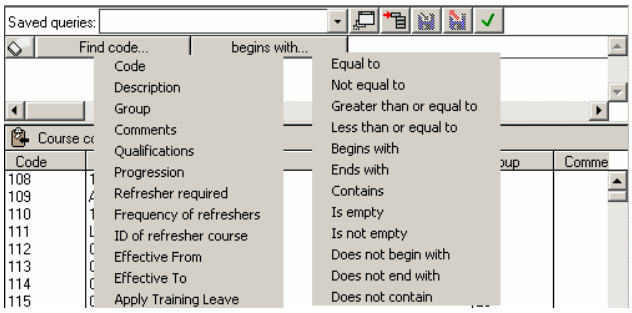


At the top of your window you will see the Search facility

Look at the 'Find Code' and 'Begins With'

- Click onto one of these headings

A drop down menu will appear

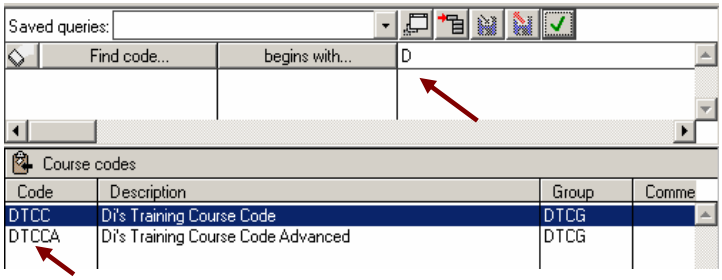


You can choose here what you want to search by

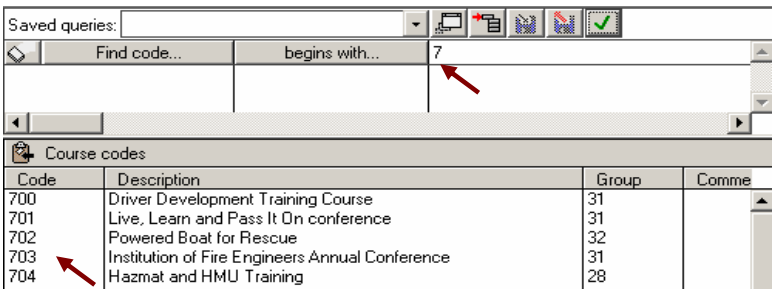
Either by Code, Description, Ends with, etc

Next to the 'Find Code' and 'Begins With' headings is a blank box

- Enter a letter or number into the blank box
- Click onto the 'Green Tick'

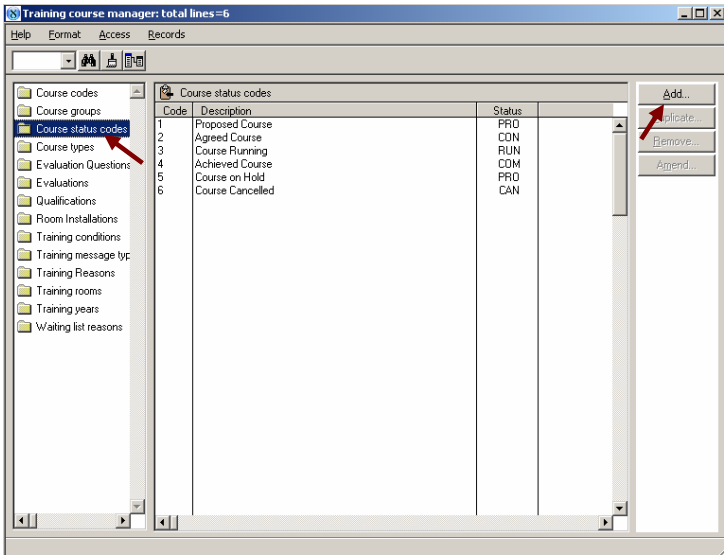


As you can see from my two examples the search jumped to all courses starting with the letter 'D' and all courses starting with the number '7'. If you know the name of the course you can type the mane in the same box.



Course Status Codes

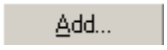
The Course Status Code is set up to enable a Brigade to determine a course Status. This is an effective and efficient way which distinguishes e.g. those courses which are 'Confirmed', 'Complete' from the 'Proposed', 'Cancelled'.



- Click onto the Course Status Codes folder.

Any codes that have been previously entered will appear in the window

- Click onto the Add button

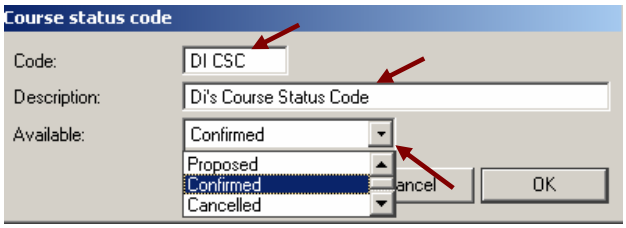


The following groups must be setup:

Code	Description	Status	
1	Proposed Course	Proposed (PRO)	A course has been created the minimum number of candidates has not been reached
2	Agreed Course	Confirmed (CON)	A course has been approved to run
3	Course Running	Running (RUN)	The number of candidates has reached the minimum number specified
4	Achieved Course	Complete (COM)	The course has been completed and candidates have achieved results
5	Course On Hold	Proposed (PRO)	A course has been created the minimum number of candidates has not been reached
6	Course Cancelled	Cancelled (CAN)	Course was cancelled due to a variety of reasons e.g. adverse weather conditions

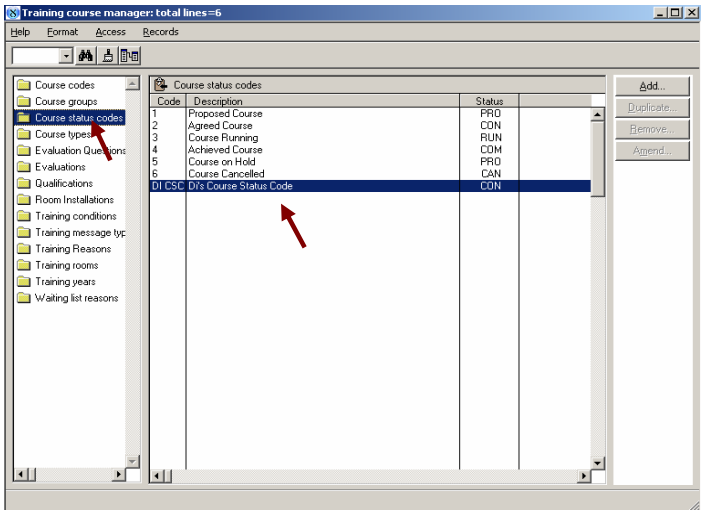
The description can be changed, but none of the above should be removed, nor the Status changed.

The Courses Status Code window will appear



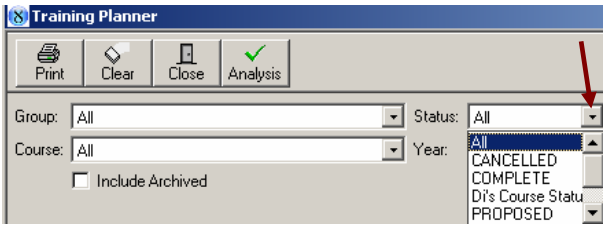
- Enter your Code
- Enter the Description of the Code
- Click onto the Available arrow
- Select on of the options
- Click onto the OK button

You should now be back at the Training Course Manager window

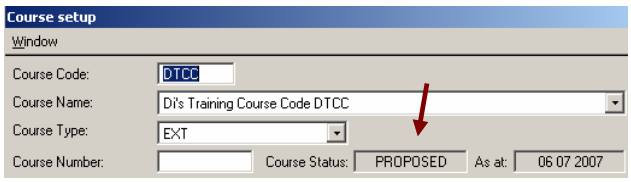


As you can see your 'Course Status codes' has been entered at the bottom of the list

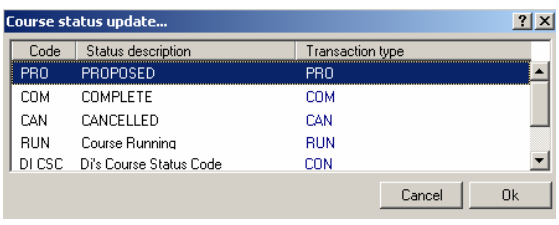
You can find the Course Code Status in the drop down menu in the Training Planner under Status. (pg 59)



To view what status the course is in go to - Training Planner – New / Setup button – Course Status. (Pg 61)



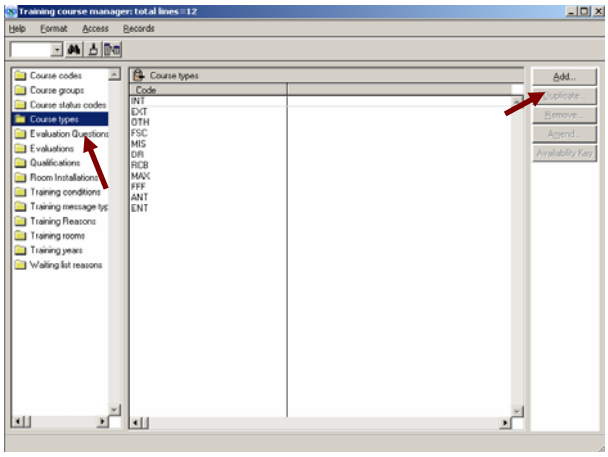
To change the status of the course – Training Planner – Planner button – Status icon. (pg 63)



Course Types

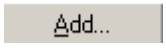
The Course Types is set up to give you a drop down list to say the course is Internal, External, Other, Fire Safety College, etc

- Click onto the 'Course Types' folder

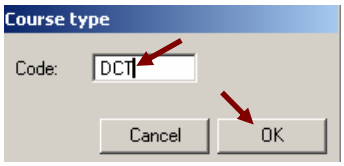


Any entries that have been previously entered will appear in the window

- Click onto the Add button



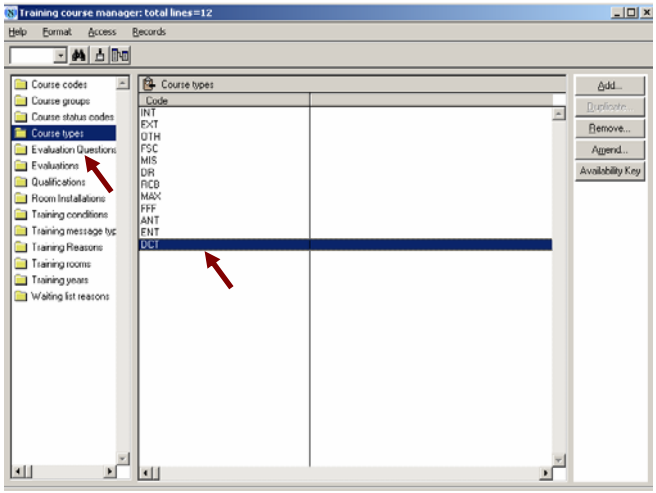
The Course Type window will appear



- Enter your Code
- Click onto the OK button

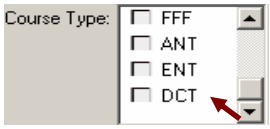
This is another method for grouping instances of courses. Generally this includes:

Code	Meaning
INT	Internal
OTH	Other
EXT	External
FSC	Fire Service College

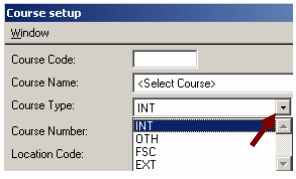


As you can see the Course Type that you have just entered has now appeared at the bottom of the list.

To view the drop down list for Course Type - Click onto Training – Training Planner – the course Types is on the right hand side of the window.



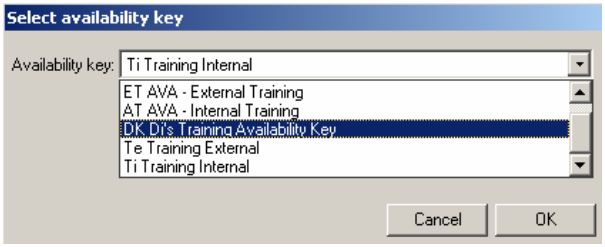
You can also view the drop down list for Course Type - Click onto Training – Training Planner – New Course / Setup – course Type arrow – Select one of the options.



Against each of the course types it is possible to specify the 'Availability Key' that is updated to the 'Duty Rota System' when a person is booked on a course of this type.

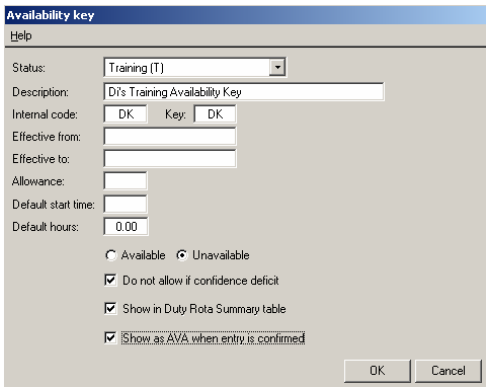
- Click onto the Availability Key

A Select Availability Key window will appear

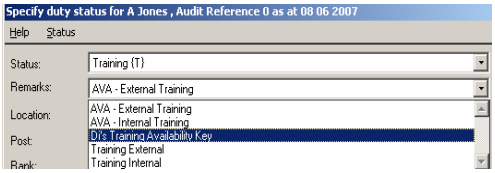


- Click onto the 'Select Availability Key' arrow
- Select an option
- Click onto the OK button

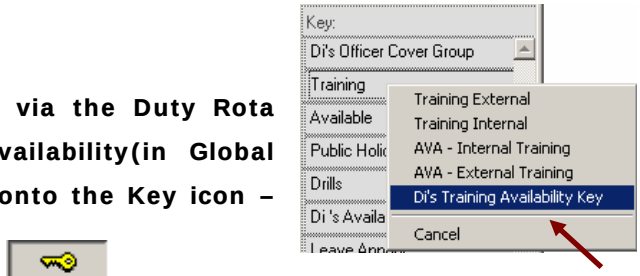
You can setup The Availability Key by clicking onto Rotas and Availability button (in Global Navigator) – configure Duty Systems – Availability Keys – Click Add button – Status - Select Training – enter your Description of the Key – Enter a Code & Key(usually the same) – fill in required boxes – Click OK



You can view the Availability Key via the Duty Rota Book – Click onto Rotas and Availability(in Global Navigator) – Click onto Duty Rotas – Select a Location – Click onto Rota icon – click onto a gray box – Status Arrow – Select Training – Remarks arrow – Select your Availability Key – the grey box will now show the availability key initials that you set up.

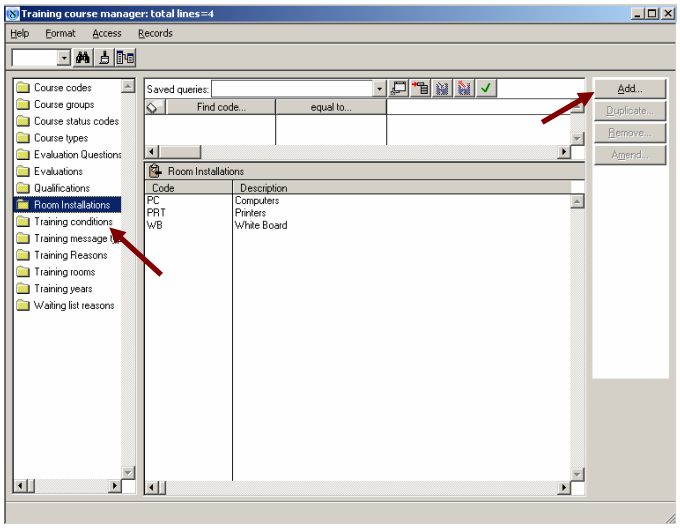


You can view the Availability Key via the Duty Rota Book – Click onto Rotas and Availability(in Global Navigator) – Click onto Duty Rotas – Click onto the Key icon – Click onto Training – Select fro the list



Room Installations

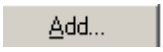
This allows the user to setup and specify the equipment that may be required for a course.



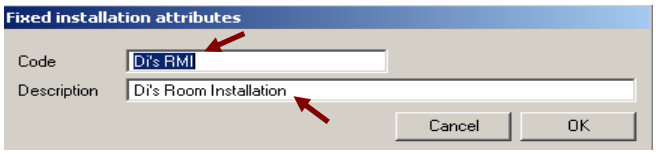
- Click onto the Room Installations folder

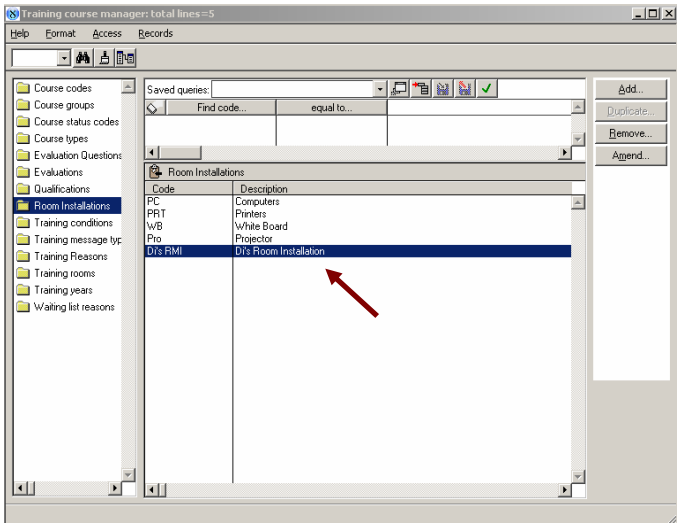
Any previous entries will appear in the Room Installation window

- Click onto the Add button



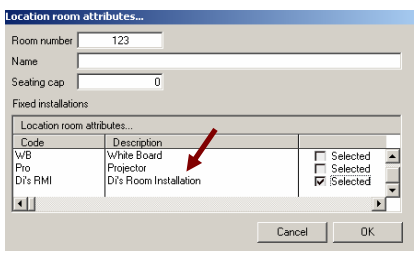
- Enter a Code
- Enter a Description of the Code





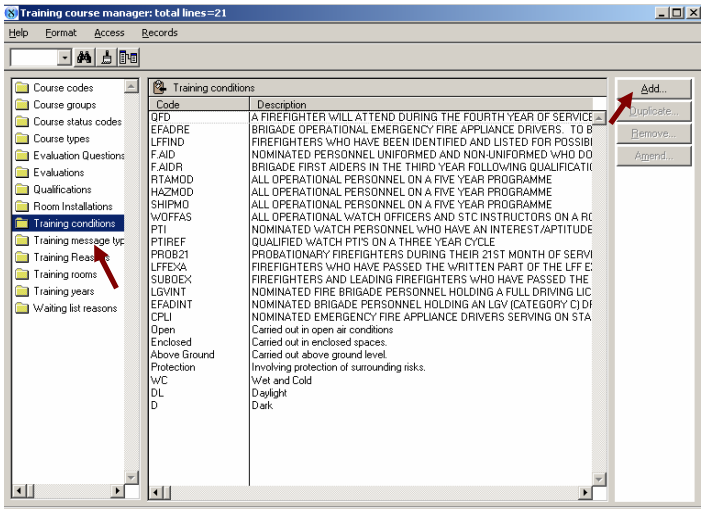
As you can see the entry you have just entered will be displayed at the bottom of the list

The entry you have just entered can be viewed in – Training Course Manager – Training Rooms – Add – Location Room Attributes - Scroll though the list



Training Conditions

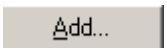
This allows the user to assign attributes to a training course which can then be reported on. This may include Weather Factors. For example: an individual undertaking a driving related course would be required to display proficiency in both wet and dry conditions.


Training course manager: total lines=21
Help Format Access Records
Course codes
Course groups
Course status codes
Course types
Evaluation Questions
Evaluations
Qualifications
Room Installations
Training conditions
Training message typ
Training Reasons
Training rooms
Training years
Waiting list reasons
Training conditions
Code Description
QFD A FIREFIGHTER WILL ATTEND DURING THE FOURTH YEAR OF SERVICE
EFADRE BRIGADE OPERATIONAL EMERGENCY FIRE APPLIANCE DRIVERS. TO B
LFFIND FIREFIGHTERS WHO HAVE BEEN IDENTIFIED AND LISTED FOR POSSIBI
F.AID NOMINATED PERSONNEL UNIFORMED AND NON-UNIFORMED WHO DO
F.AIDR BRIGADE FIRST AIDERS IN THE THIRD YEAR FOLLOWING QUALIFICATI
RTAMOD ALL OPERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME
HAZMOD ALL OPERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME
SHIPMO ALL OPERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME
WOFFAS ALL OPERATIONAL WATCH OFFICERS AND STC INSTRUCTORS ON A RO
PTI NOMINATED WATCH PERSONNEL WHO HAVE AN INTEREST/APTITUDE
PTIREF QUALIFIED WATCH PTI'S ON A THREE YEAR CYCLE
PROB21 PROBATIONARY FIREFIGHTERS DURING THEIR 21ST MONTH OF SERVI
LFFEXA FIREFIGHTERS WHO HAVE PASSED THE WRITTEN PART OF THE LFF E
SUBOEX FIREFIGHTERS AND LEADING FIREFIGHTERS WHO HAVE PASSED THE
LGVINT NOMINATED FIRE BRIGADE PERSONNEL HOLDING A FULL DRIVING LIC
EFADINT NOMINATED BRIGADE PERSONNEL HOLDING AN LGV (CATEGORY C) DI
CPLI NOMINATED EMERGENCY FIRE APPLIANCE DRIVERS SERVING ON STA
Open Carried out in open air conditions
Enclosed Carried out in enclosed spaces.
Above Ground Carried out above ground level.
Protection Involving protection of surrounding risks.
WC Wet and Cold
DL Daylight
D Dark
Add...
Duplicate...
Remove...
Amend...

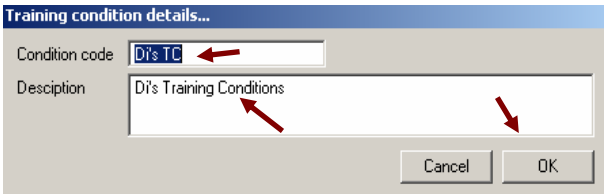
- Click onto the Training Conditions folder

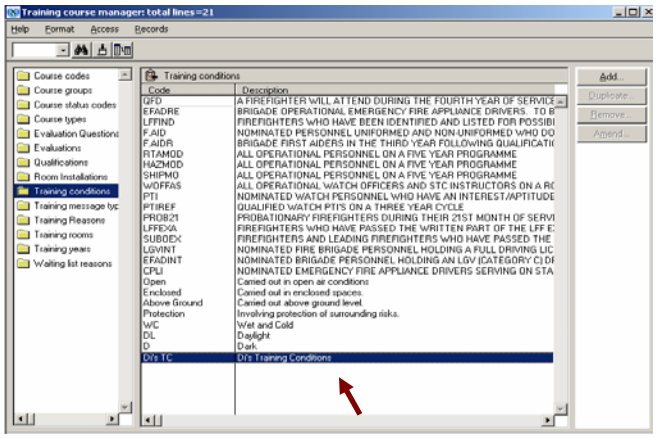
Any entries that may have been entered previously will appear in the window

- Click onto the Add button



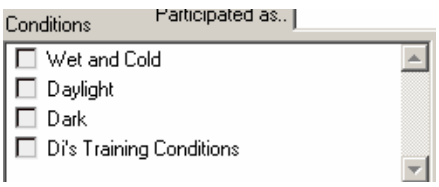
- Enter a Code
- Enter a Description of the Code





As you can see the entry you have just entered will be displayed at the bottom of the list

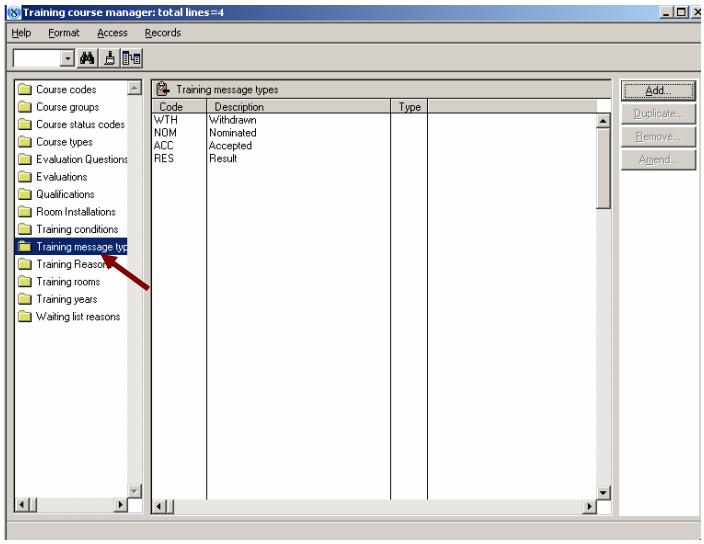
The 'Conditions' can be found – Training – Competency Training Needs – Click onto a row that has something written in it like, 2/0 (?%) – Click onto Get Personnel button – Click onto Enter Personnel Training button.



Training Message Types

Training Message Types are what enables the successful nomination, acceptance; results and withdrawal of candidates form the course. Although the facility exists to 'Add', 'Amend' and 'Delete', it is advised that these functions are not used as the system will only use the four mandatory 'Training Message Types'. These will be entered by the System Owner at the time the system is implemented.

- Click onto the 'Training Message Types' folder



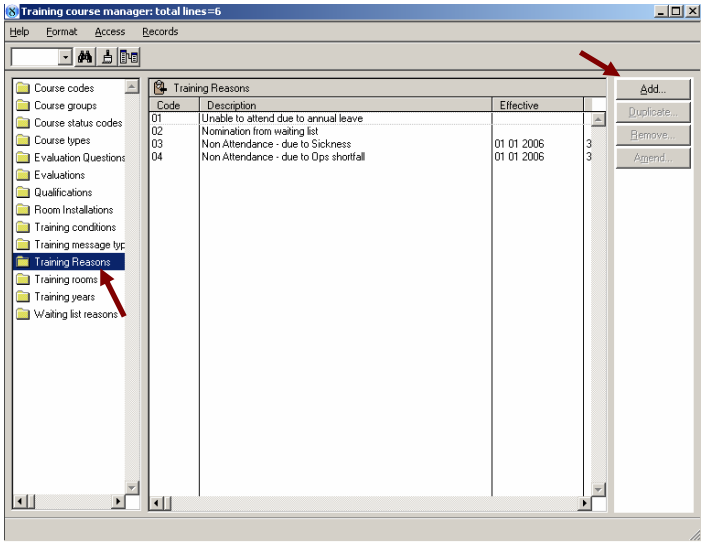
Anything that has been previously entered, by the System Owner, will appear in the Training Message Types window.

The following should exist: The terminology of descriptions can be changed if completely necessary.

Code	Description	Type
RES	Result	RES
WTH	Withdrawn	WTH
NOM	Nomination	NOM
ACC	Accept	ACC

Training Reasons

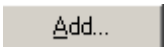
These are the reasons for the current status of a person on a course – whether that will be for nomination, acceptance, result or withdrawal. Effective Dates can be used to archive these reasons.



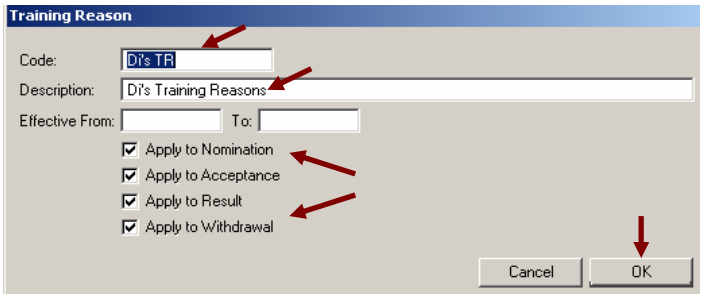
- Click onto the Training Conditions folder

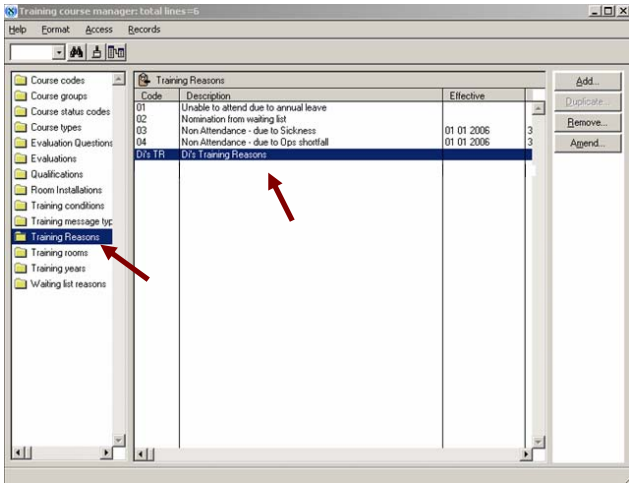
Any entries that may have been entered previously will appear in the window

- Click onto the Add button



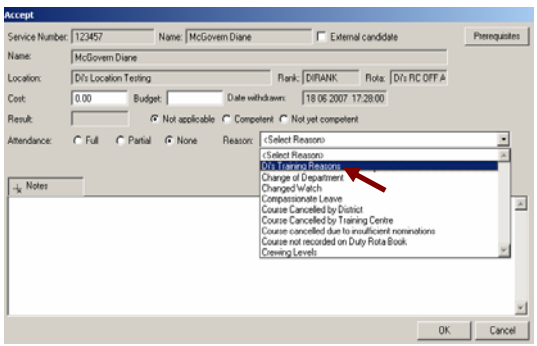
- Enter a Code
- Enter a Description of the Code
- Enter the dates (optional)
- Click onto the boxes that apply
- Click onto the OK button





As you can see the entry you have just entered will be displayed at the bottom of the list

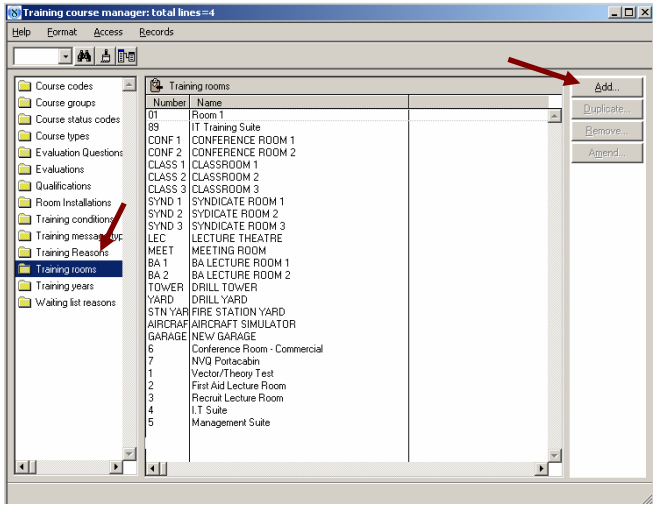
To view the data you have just entered go to Training Planner – click onto Planner button – Click onto the Reasons arrow – Scroll down the list.



Training Rooms

This allows the Brigade to specify which rooms can be used for training, the seating capacity and the equipment available in each room.

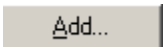
Please Note: If e.g. a 'Hazardous Material Seminar' and a FP Seminar' are being held at the same day and have been assigned to the same room the system will NOT notify the user that the training room has all ready been booked, and thus double booking can still occur.



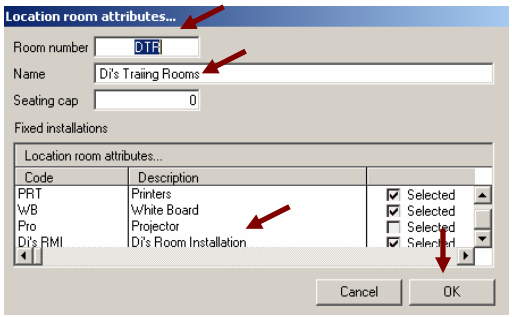
- Click onto the Training Conditions folder

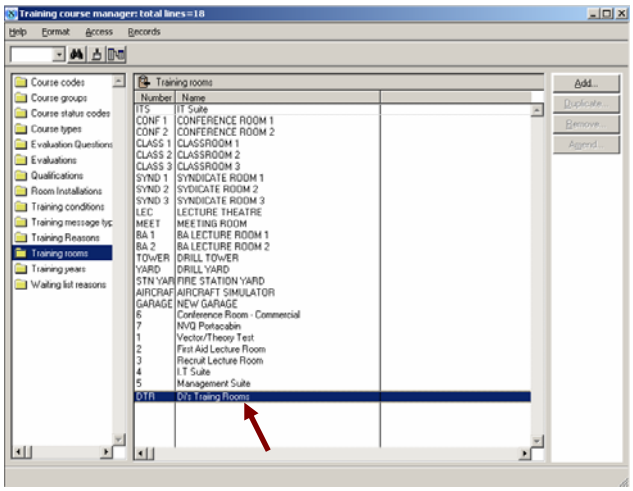
Any entries that may have been entered previously will appear in the window

- Click onto the Add button



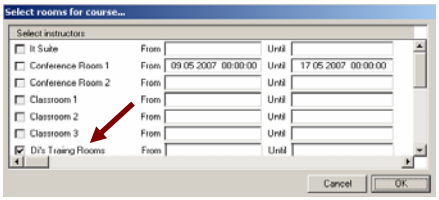
- Enter a Room Number (or code)
- Enter a Description of the Code
- Enter the seat capability (if needed)
- Click onto the Installations you will need to be set up





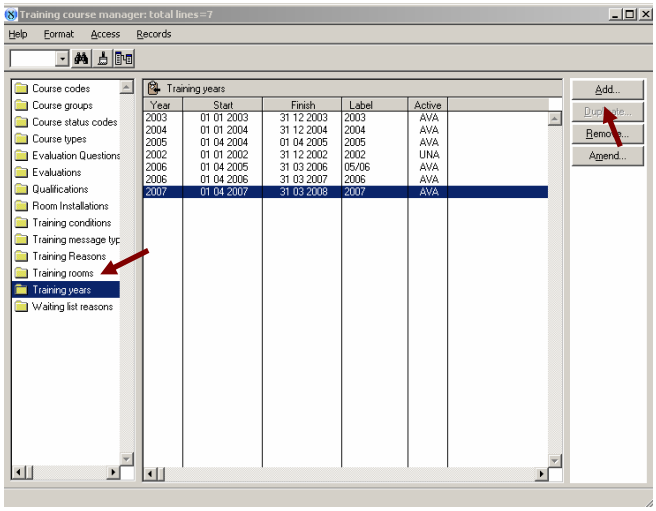
As you can see the entry you have just entered will be displayed at the bottom of the list

To view the entry you have just entered go to Training Planner – Click onto a Course - Click onto New Course button – Click onto Rooms button– Scroll down the list.


Select rooms for course...
Select instructors
It Suite From Until
Conference Room 1 From 09 05 2007 00:00:00 Until 17 05 2007 00:00:00
Conference Room 2 From Until
Classroom 1 From Until
Classroom 2 From Until
Classroom 3 From Until
Di's Traiing Rooms From Until
Cancel OK

Training Years

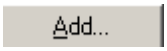
This allows the user to specify when training years should start and end. If a year is set to unavailable then it will not be possible to create new instances of courses during that date range.



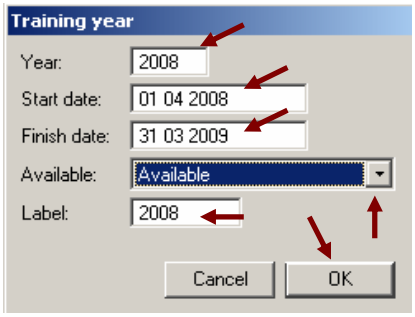
- Click onto the Training Years folder

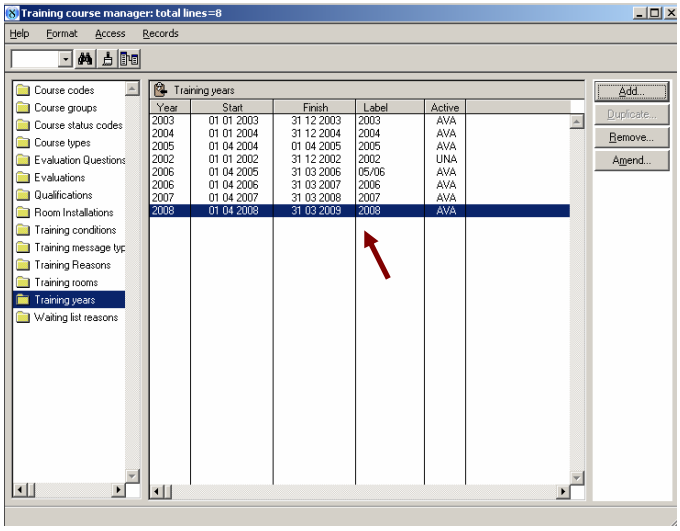
Any entries that may have been entered previously will appear in the window

- Click onto the Add button



- Enter a year
- Enter the start date for that year
- Enter the end date for that year
- Click onto the arrow & choose Available or Unavailable
- Enter a Label – usually the year your setting up
- Click onto the OK button



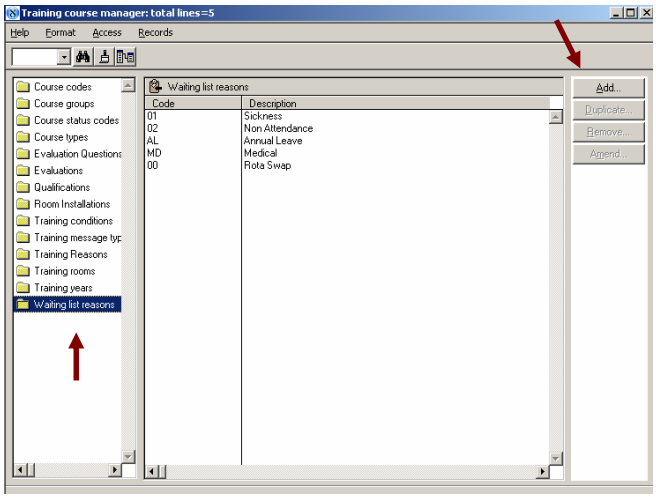

Training course manager: total lines=8
Help Format Access Records
Course codes
Course groups
Course status codes
Course types
Evaluation Questions
Evaluations
Qualifications
Room Installations
Training conditions
Training message typ
Training Reasons
Training rooms
Training years
Waiting list reasons
Training years
Year Start Finish Label Active
2003 01 01 2003 31 12 2003 2003 AVA
2004 01 01 2004 31 12 2004 2004 AVA
2005 01 04 2004 01 04 2005 2005 AVA
2002 01 01 2002 31 12 2002 2002 UNA
2006 01 04 2005 31 03 2006 05/06 AVA
2006 01 04 2006 31 03 2007 2006 AVA
2007 01 04 2007 31 03 2008 2007 AVA
2008 01 04 2008 31 03 2009 2008 AVA
Add...
Duplicate...
Remove...
Amend...

As you can see the entry you have just entered will be displayed at the bottom of the list

To view the entry you have just entered go to Training Planner – click onto New Course button – Click onto the Training Year arrow – Scroll down the list.

Waiting List Reasons

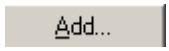
These are the reasons for somebody being put on to the Waiting List. The system provides the facility to specify a waiting list reasons, enabling an explanation to be appended to every individual who appears in the waiting list. For example: an individual could be on the Waiting List because he/she has recently joined the Brigade and training needs have been identified.



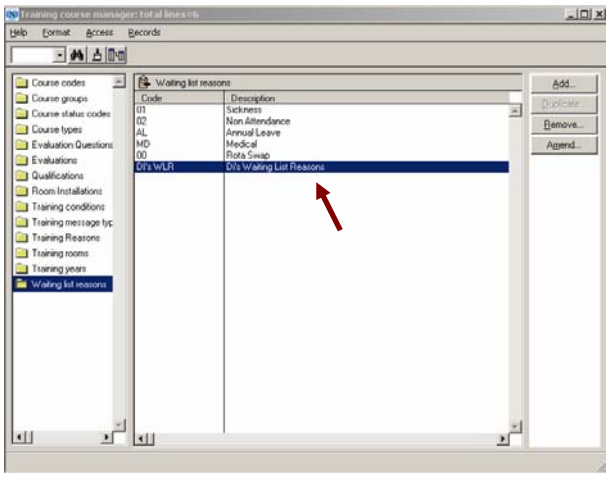
- Click onto the Waiting List Reasons folder

Any entries that may have been entered previously will appear in the window

- Click onto the Add button

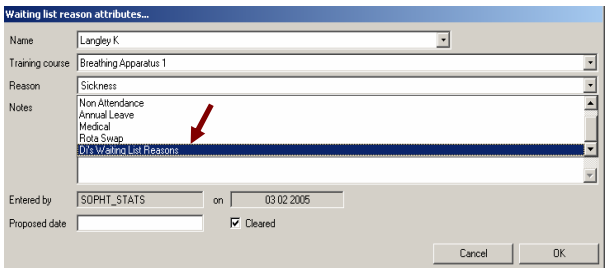


- Enter a Code
- Enter a Description of the Code
- Click onto the OK button



As you can see the entry you have just entered will be displayed at the bottom of the list

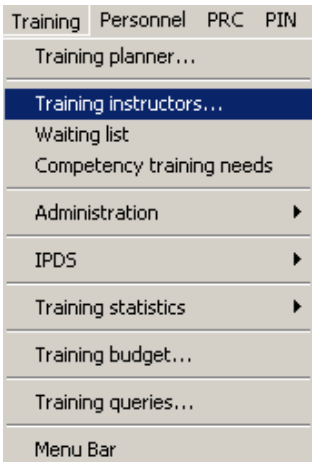
To view the entry you have just entered go to Training Planner – click onto Waiting List button – Click onto the Training Course arrow – Scroll down the list.



Training Instructors

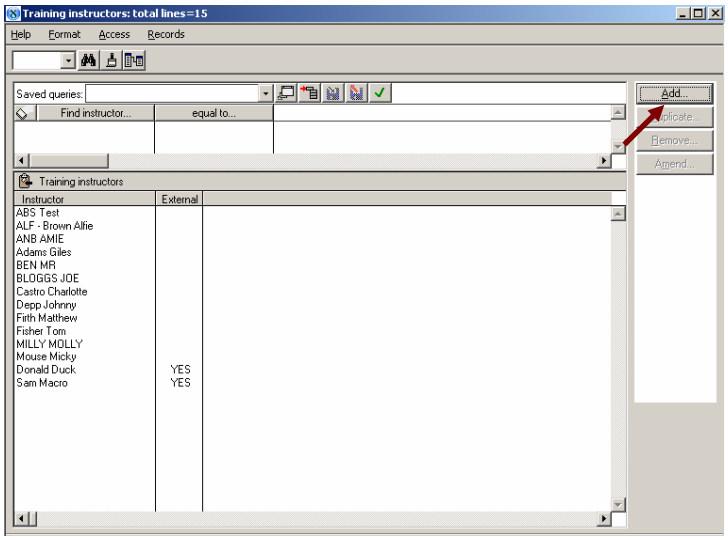
This is where instructors are setup and assigned to the courses they are specified to instruct.

- Go to Navigator
- Click onto Training
- Click onto Training Instructors



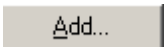
- Click onto the Training Instructors folder

The Training Instructors window will appear



Any Training Instructors that have been entered previously will appear in the wind

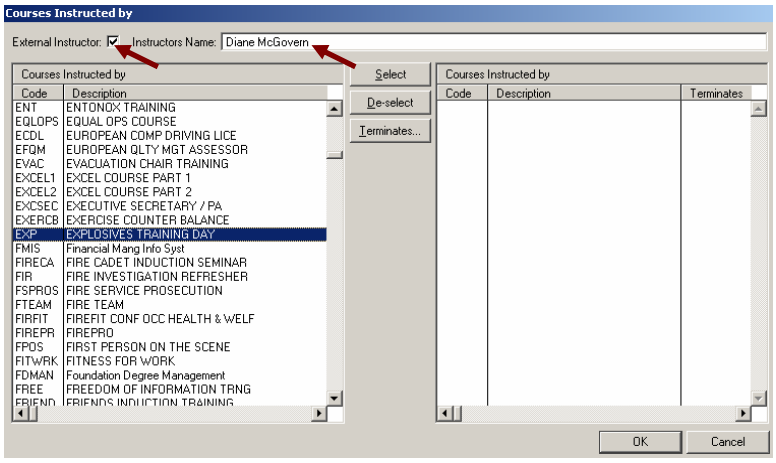
- Click onto the Add button



There are two ways in entering an instructor into the Training Instructor List

External Instructor

If your Instructor is an 'External Instructor', when you put a tick in the box and the box becomes a 'free text' allowing you to type the name of the Instructor.



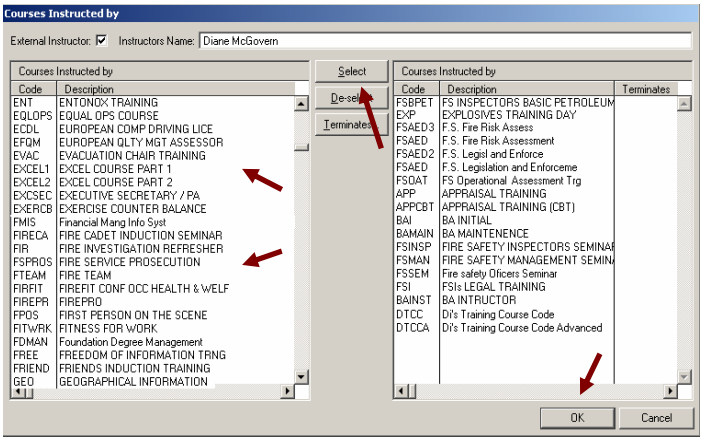
- Tick the External Instructors box
- Type in the name of the 'External' Instructor

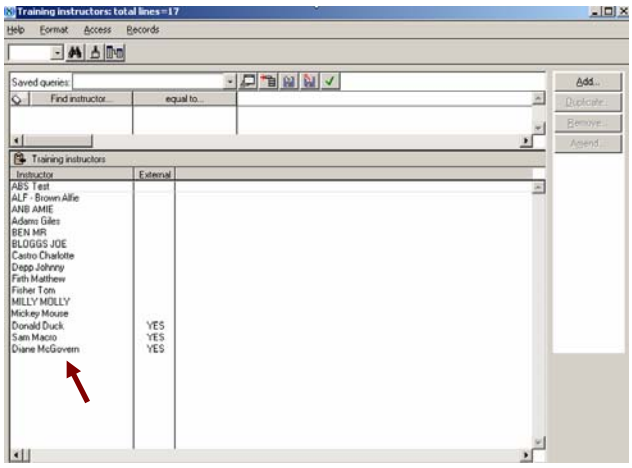
You now need to select the courses the Instructor is qualified to teach

- Click onto the course(s)
- Click onto the Select button

The courses should now move to the window on the right

- Click the OK button





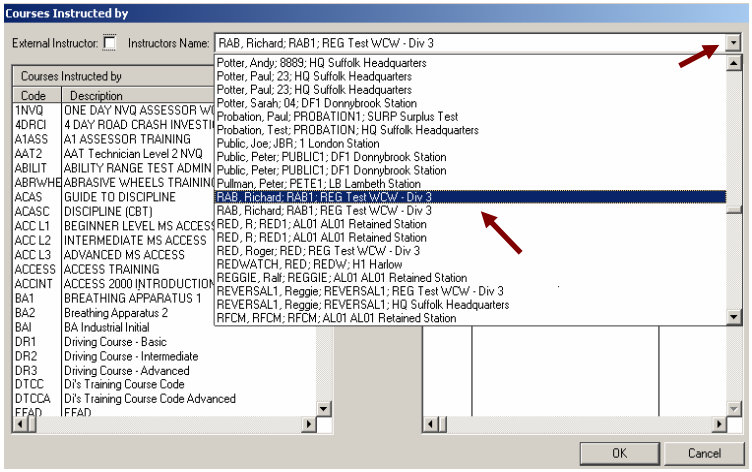
As you can see the Instructor I have just entered is now shown in the list

The 'YES' means he/she is an 'External' Instructor

Internal Instructor

By entering a surname or a letter of the Training Instructor, the system will search all corresponding Personnel Records Cards and find the surname you are looking for.

If you enter a Letter, the system will go to the first name under that letter.


Courses Instructed by
External Instructor:
Instructors Name:
RAB, Richard; RAB1; REG Test WCW - Div 3
Courses Instructed by
Code
Description
1NVQ ONE DAY NVQ ASSESSOR W
4DRCI 4 DAY ROAD CRASH INVESTI
A1ASS A1 ASSESSOR TRAINING
AAT2 AAT Technician Level 2 NVQ
ABILIT ABILITY RANGE TEST ADMIN
ABRWHE ABRASIVE WHEELS TRAININ
ACAS GUIDE TO DISCIPLINE
ACASC DISCIPLINE (CBT)
ACC L1 BEGINNER LEVEL MS ACCES
ACC L2 INTERMEDIATE MS ACCESS
ACC L3 ADVANCED MS ACCESS
ACCESS ACCESS TRAINING
ACCINT ACCESS 2000 INTRODUCTIO
BA1 BREATHING APPARATUS 1
BA2 Breathing Apparatus 2
BAI BA Industrial Initial
DR1 Driving Course - Basic
DR2 Driving Course - Intermediate
DR3 Driving Course - Advanced
DTCC Di's Training Course Code
DTCCA Di's Training Course Code Advanced
FFAD FFAD
Potter, Andy; 8889; HQ Suffolk Headquarters
Potter, Paul; 23; HQ Suffolk Headquarters
Potter, Paul; 23; HQ Suffolk Headquarters
Potter, Sarah; 04; DF1 Donnybrook Station
Probation, Paul; PROBATION1; SURP Surplus Test
Probation, Test; PROBATION; HQ Suffolk Headquarters
Public, Joe; JBR; 1 London Station
Public, Peter; PUBLIC1; DF1 Donnybrook Station
Public, Peter; PUBLIC1; DF1 Donnybrook Station
Pullman, Peter; PETE1; LB Lambeth Station
RAB, Richard; RAB1; REG Test WCW - Div 3
RAB, Richard; RAB1; REG Test WCW - Div 3
RED, R; RED1; AL01 AL01 Retained Station
RED, R; RED1; AL01 AL01 Retained Station
RED, Roger; RED; REG Test WCW - Div 3
REDWATCH, RED; REDW; H1 Harlow
REGGIE, Ralf; REGGIE; AL01 AL01 Retained Station
REVERSAL1, Reggie; REVERSAL1; REG Test WCW - Div 3
REVERSAL1, Reggie; REVERSAL1; HQ Suffolk Headquarters
RFCM, RFCM; RFCM; AL01 AL01 Retained Station
OK
Cancel

Before clicking on the arrow

- Double click inside the box

This will turn the box blue

- Enter an Letter of the person in the box
- Click onto the enter key on the keyboard

As you can see above I chose the letter 'R' and the system has taken me to the first surname beginning with 'R'. Here you can scroll through the 'R's to find the correct name.

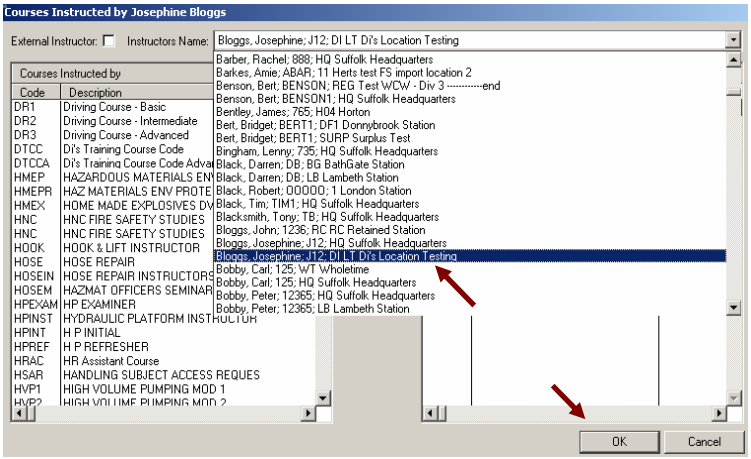
If you enter a surname, the system will go to that surname; remember there could be more than one Instructor with the same surname, if this is the case, scroll through until you find the correct name.

Otherwise

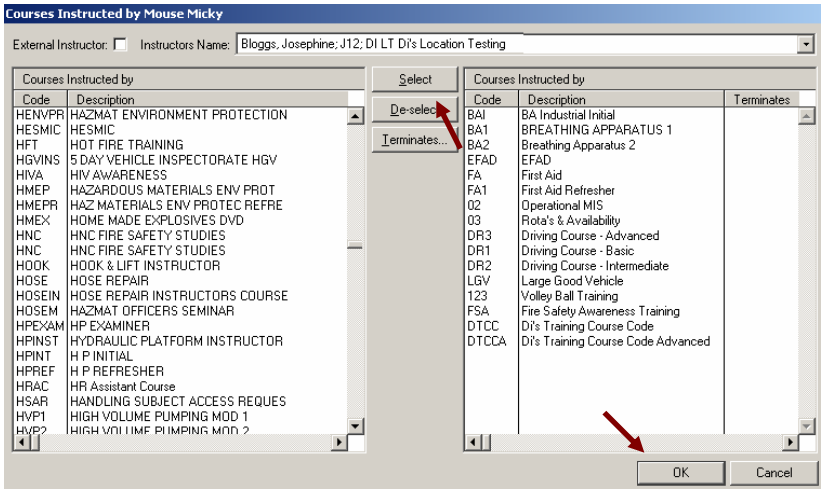
- Click onto the Instructors Name Arrow
- Double click on a Name

The name will appear in the box above

- Click onto the OK button


Courses Instructed by Josephine Bloggs
External Instructor:
Instructors Name:
Bloggs, Josephine; J12; DI LT Di's Location Testing
Courses Instructed by
Code
Description
DR1 Driving Course - Basic
DR2 Driving Course - Intermediate
DR3 Driving Course - Advanced
DTCC Di's Training Course Code
DTCCA Di's Training Course Code Adva
HMEP HAZARDOUS MATERIALS EN
HMEPR HAZ MATERIALS ENV PROTE
HMEX HOME MADE EXPLOSIVES DV
HNC HNC FIRE SAFETY STUDIES
HNC HNC FIRE SAFETY STUDIES
HOOK HOOK & LIFT INSTRUCTOR
HOSE HOSE REPAIR
HOSEIN HOSE REPAIR INSTRUCTORS
HOSEM HAZMAT OFFICERS SEMINAR
HPEXAM HP EXAMINER
HPINST HYDRAULIC PLATFORM INSTRUCTOR
HPINT H P INITIAL
HPREF H P REFRESHER
HRAC HR Assistant Course
HSAR HANDLING SUBJECT ACCESS REQUES
HVP1 HIGH VOLUME PUMPING MOD 1
HVP2 HIGH VOLUME PUMPING MOD 2
Barber, Rachel; 888; HQ Suffolk Headquarters
Barkes, Amie; ABAR; 11 Herts test FS import location 2
Benson, Bert; BENSON; REG Test WCW - Div 3 ----------end
Benson, Bert; BENSON1; HQ Suffolk Headquarters
Bentley, James; 765; H04 Horton
Bert, Bridget; BERT1; DF1 Donnybrook Station
Bert, Bridget; BERT1; SURP Surplus Test
Bingham, Lenny; 735; HQ Suffolk Headquarters
Black, Darren; DB; BG BathGate Station
Black, Darren; DB; LB Lambeth Station
Black, Robert; OOOOO; 1 London Station
Black, Tim; TIM1; HQ Suffolk Headquarters
Blacksmith, Tony; TB; HQ Suffolk Headquarters
Bloggs, John; 1236; RC RC Retained Station
Bloggs, Josephine; J12; HQ Suffolk Headquarters
Bloggs, Josephine; J12; DI LT Di's Location Testing
Bobby, Carl; 125; WT Wholetime
Bobby, Carl; 125; HQ Suffolk Headquarters
Bobby, Peter; 12365; HQ Suffolk Headquarters
Bobby, Peter; 12365; LB Lambeth Station
OK
Cancel

To select the courses that the Instructor can teach

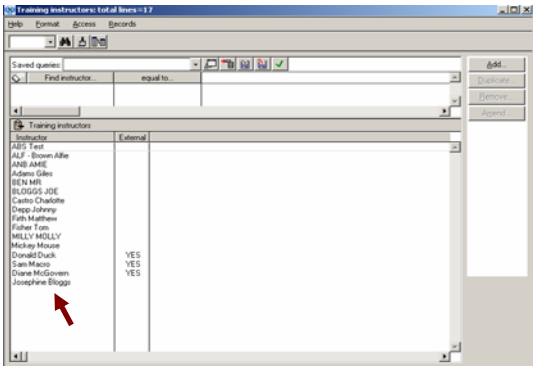


- Click onto the course on the left window
- Click onto the Select button

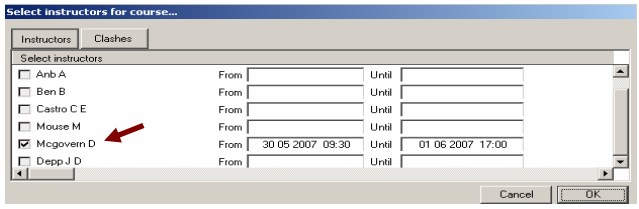
The courses should now be moved to the window on the right

- Click onto the OK button

As you can see the Instructor you have just entered will be displayed at the bottom of the list



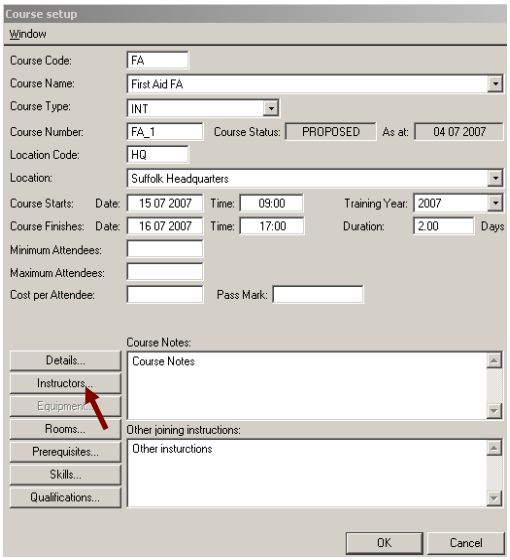
To view the Instructor you have just entered go to Training Planner – click onto the New Course button or Setup button – Click onto the Instructors button– Scroll down the list of the Instructor(s) who are available to teach that course.



Terminate an Instructor

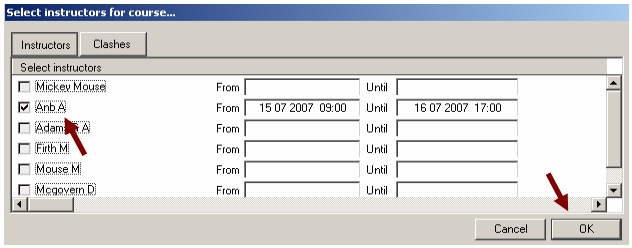
If you have a Training Instructor who; for whatever reason, no longer teachers that course, you can terminate him/her from that course.

First let us go into course setup and see if our Instructor is listed



- Click onto Training
- Click onto Training Planner
- Click onto a Course
- Click onto the Setup button
- Click onto the Instructors button

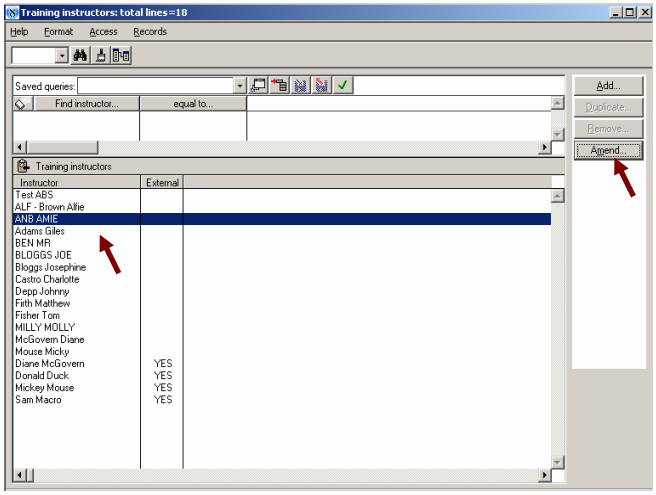
The 'Select Instructor for course' window will appear



- Choose one of the Instructors
- Click onto the OK button

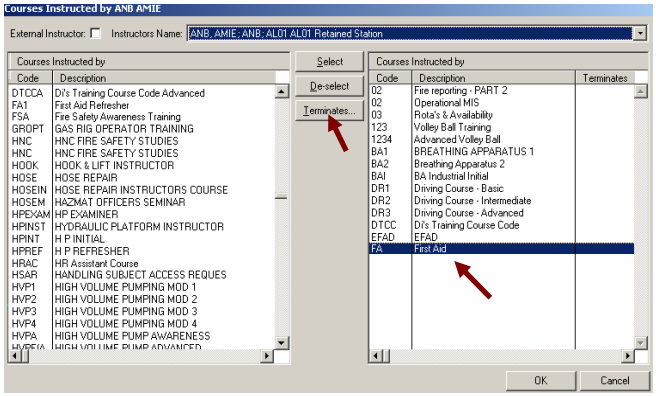
Now let's go back into Training Instructors window

All Instructors once entered will display against the corresponding course code

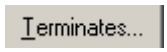


- Click onto the Instructor you want to 'Terminate' from that course
- Click onto the Amend button

In the window on the right

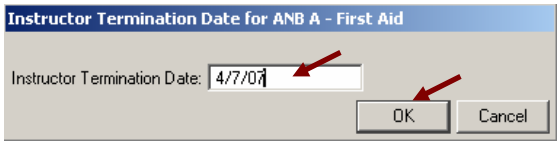


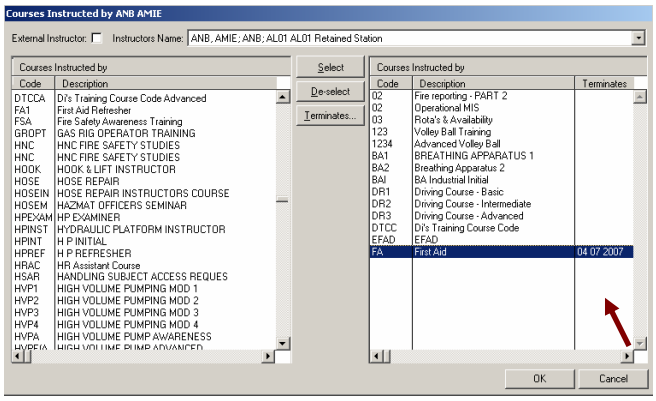
- Choose the course you no longer want this Instructor to teach
- Click onto the Terminate button



An Instructor Termination Date box will appear

- Enter a Termination Date
- Click onto the OK button

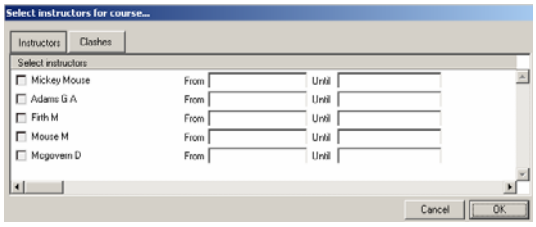




As you can see the Date you have just entered has now been entered by the corresponding course

- Click onto the OK button

- Go back to the Training Planner
- Click onto the Course
- Click onto Setup
- Click onto Instructors button



As you can see, your Instructor has now be removed from the list

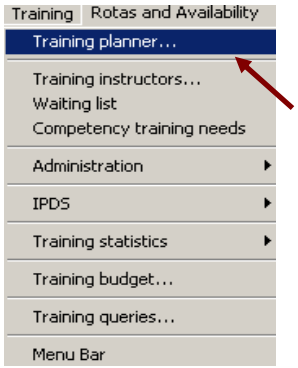
- Click onto the OK button

Training Planner

The Training planner represents the core of the training system and has been designed specifically to enable the completion of the following tasks:

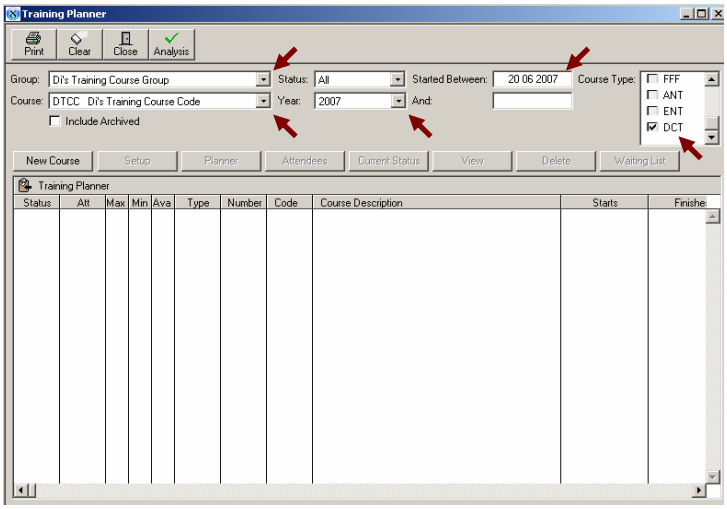
- Print attendance statements
- Print joining instructions
- Alter course states e.g. from Proposed to Running
- Create instances of courses
- Nominate candidates
- Accept candidates
- Withdraw candidates
- Enter candidate's results

The Training Planner provides an efficient mechanism to enable the searching of courses by a variety of criteria, enabling an effective and efficient method of data retrieval.



- Click onto Training
- Click onto the Training Planner

The Training Planner window will appear



Search for a Course

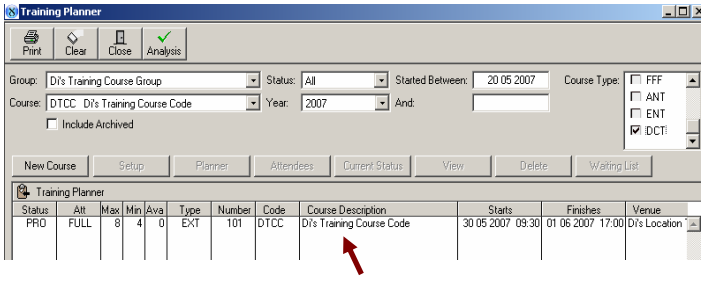
To search for a course or a group of courses…

- A date range must be entered
- At least one Course Type must be selected.

All other search options are optional.

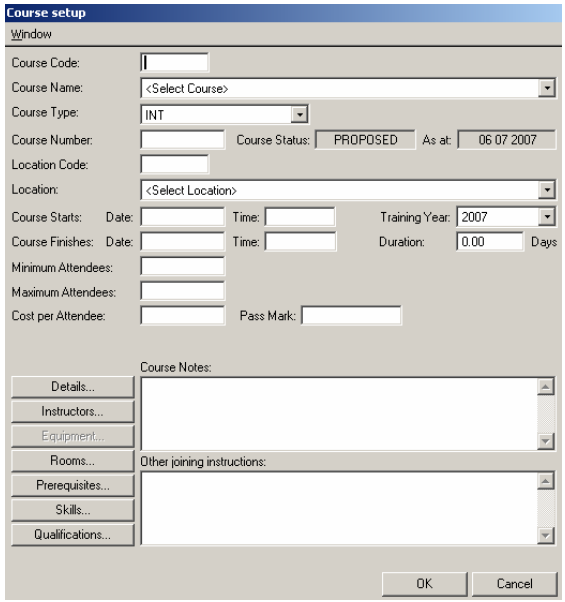
- Click onto the Analysis icon

As you can see the course(s) that are within those criteria will appear in the 'Training Planner' window



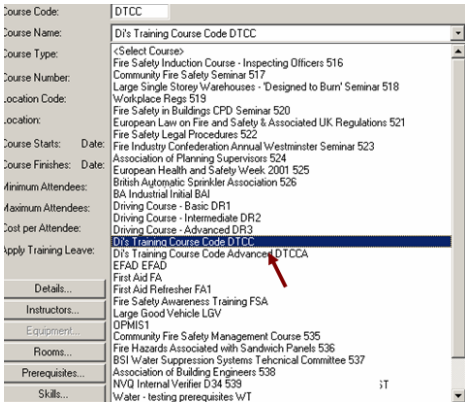
Setting Up a New Training Course

- Click onto the New Course button



- If known, Enter a Course Code
- Click onto the 'Course Name arrow
- Select a Candidate

If you know the name of the Candidate or an initial of the Surname


Course Code:
DTCC
Course Name:
Di's Training Course Code DTCC
Course Type:
Course Number:
Location Code:
Location:
Course Starts: Date:
Course Finishes: Date:
Minimum Attendees:
Maximum Attendees:
Cost per Attendee:
Apply Training Leave:
<Select Course>
Fire Safety Induction Course - Inspecting Officers 516
Community Fire Safety Seminar 517
Large Single Storey Warehouses - 'Designed to Burn' Seminar 518
Workplace Regs 519
Fire Safety in Buildings CPD Seminar 520
European Law on Fire and Safety & Associated UK Regulations 521
Fire Safety Legal Procedures 522
Fire Industry Confederation Annual Westminster Seminar 523
Association of Planning Supervisors 524
European Health and Safety Week 2001 525
British Automatic Sprinkler Association 526
BA Industrial Initial BAI
Driving Course - Basic DR1
Driving Course - Intermediate DR2
Driving Course - Advanced DR3
Di's Training Course Code DTCC
Di's Training Course Code Advanced DTCCA
EFAD EFAD
First Aid FA
First Aid Refresher FA1
Fire Safety Awareness Training FSA
Large Good Vehicle LGV
OPMIS1
Community Fire Safety Management Course 535
Fire Hazards Associated with Sandwich Panels 536
BSI Water Suppression Systems Tehcnical Committee 537
Association of Building Engineers 538
NVQ Internal Verifier D34 539
Water - testing prerequisites WT
Details...
Instructors...
Equipment...
Rooms...
Prerequisites...
Skills...

- Click into the Course Name box
- Enter the letter

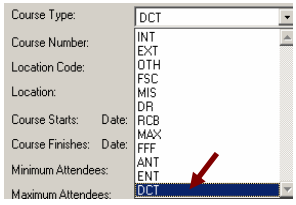
The system will look for the first record with that letter

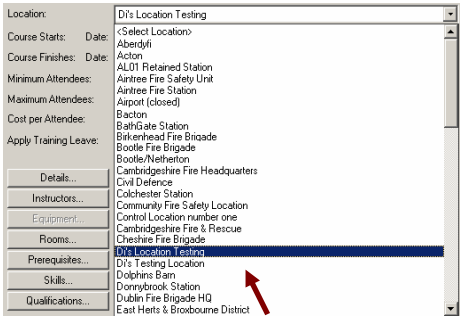
- Double click on the Name

This will appear in the Course Name box

Notice: the system has automatically entered the Course Code

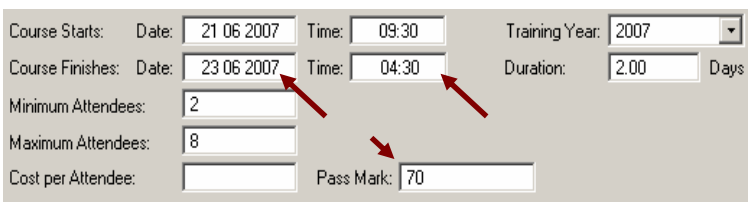
- Choose a Course Type
- Enter a Course Number



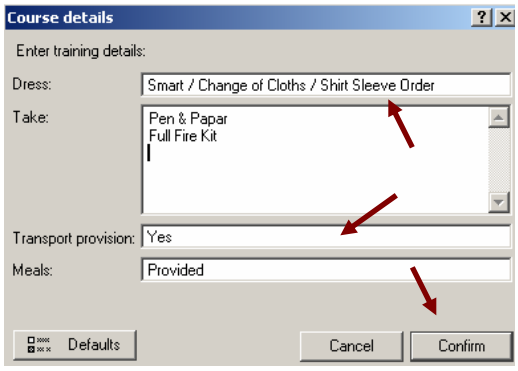


- Click onto the Location arrow or enter the first letter
- Select your Location

- Enter a Start & Finish Date
- Enter the Start & Finish Times
- Enter the Duration of the Course (how many days)
- Enter the Min & Max Attendees
- Enter the Cost Per Candidate (if there is one)
- Enter a Pass Mark (if there are tests/exams involved)


Course Starts: Date: 21 06 2007 Time: 09:30 Training Year: 2007
Course Finishes: Date: 23 06 2007 Time: 04:30 Duration: 2.00 Days
Minimum Attendees: 2
Maximum Attendees: 8
Cost per Attendee:
Pass Mark: 70

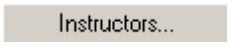
If you have any Course Notes or Joining Instructions add them in the boxes



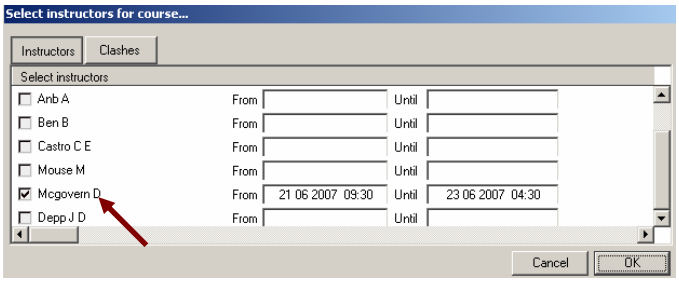
- Click onto the Details button

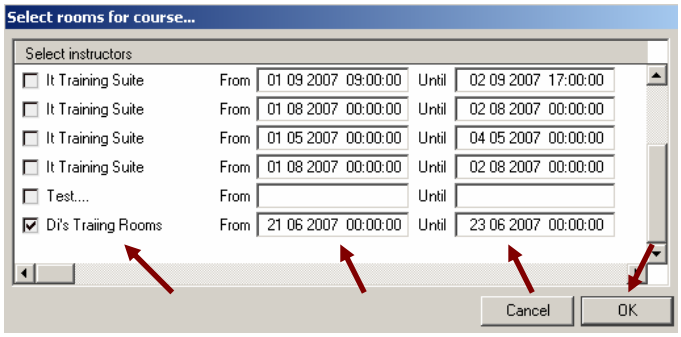
- Enter the details of the course
- Click on Confirm

- Click onto the Instructors button

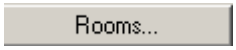


- Tick on the box of the instructor who will be teaching the course
- Enter the dates of the course
- Click onto the OK button




Select rooms for course...
Select instructors
It Training Suite From 01 09 2007 09:00:00 Until 02 09 2007 17:00:00
It Training Suite From 01 08 2007 00:00:00 Until 02 08 2007 00:00:00
It Training Suite From 01 05 2007 00:00:00 Until 04 05 2007 00:00:00
It Training Suite From 01 08 2007 00:00:00 Until 02 08 2007 00:00:00
Test.... From Until
Di's Traiing Rooms From 21 06 2007 00:00:00 Until 23 06 2007 00:00:00
Cancel
OK

- Click onto the Rooms button

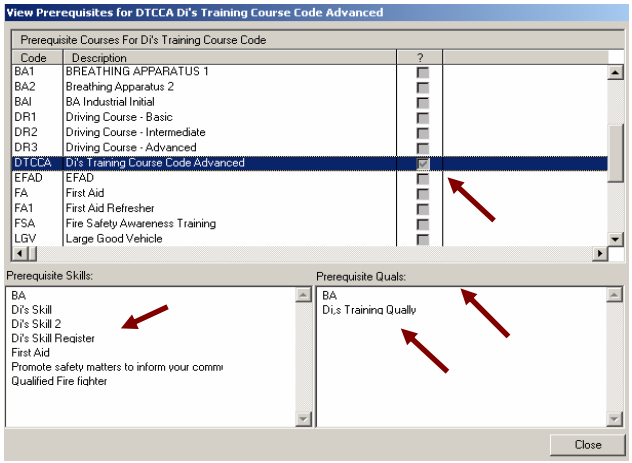


- Enter the dates of the course
- Click onto the OK button

- Click onto the Prerequisites button

The Skills and Qualification that have been assigned to that course should automatically appear in the boxes below – these can not be changed in this window.

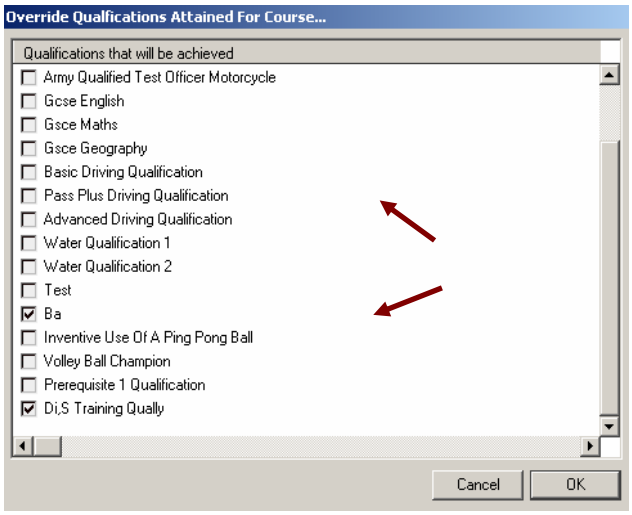
- Click onto the Close button

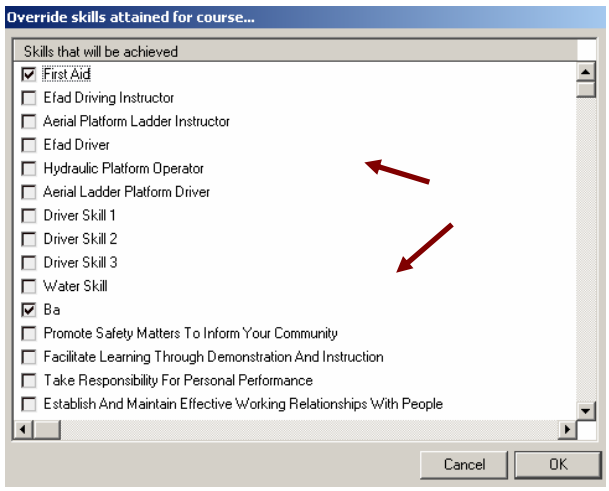


Once you have finished entering the requirements for the course

- Click onto the OK button

- Click onto the Skills button





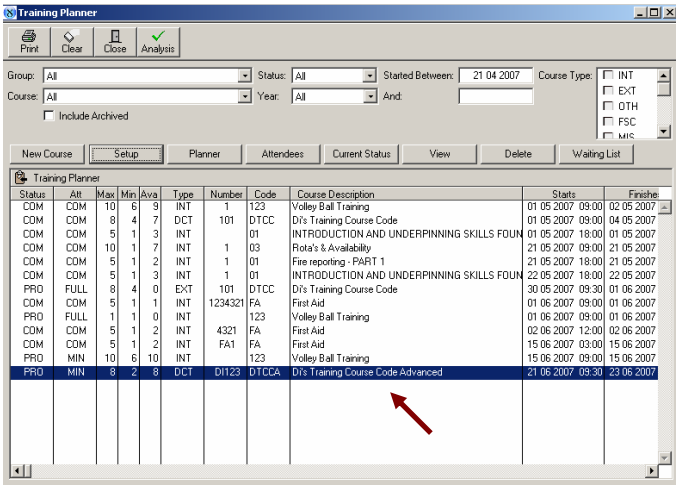
- Click onto the Qualifications button

The courses that have ticks in the boxes are what you set up earlier in the 'Training Course Manager' under Course Codes.

Here you can override the Skill / Qualification or add a few more requirements

- Click onto the OK button when you are done

As you can see the course is now been entered at the bottom of the Training Planner list


Training Planner
Print
Clear
Close
Analysis
Group:
Status:
Started Between:
21 04 2007
Course Type:
Course:
Year:
And:
Include Archived
INT
EXT
OTH
FSC
New Course
Setup
Planner
Attendees
Current Status
View
Delete
Waiting List
Training Planner
Status
Att
Max
Min
Ava
Type
Number
Code
Course Description
Starts
Finishe
COM COM 10 6 9 INT 1 123 Volley Ball Training 01 05 2007 09:00 02 05 2007
COM COM 8 4 7 DCT 101 DTCC Di's Training Course Code 01 05 2007 09:00 04 05 2007
COM COM 5 1 3 INT 01 INTRODUCTION AND UNDERPINNING SKILLS FOUN 01 05 2007 18:00 01 05 2007
COM COM 10 1 7 INT 1 03 Rota's & Availability 21 05 2007 09:00 21 05 2007
COM COM 5 1 2 INT 1 01 Fire reporting - PART 1 21 05 2007 18:00 21 05 2007
COM COM 5 1 3 INT 1 01 INTRODUCTION AND UNDERPINNING SKILLS FOUN 22 05 2007 18:00 22 05 2007
PRO FULL 8 4 0 EXT 101 DTCC Di's Training Course Code 30 05 2007 09:30 01 06 2007
COM COM 5 1 1 INT 1234321 FA First Aid 01 06 2007 09:00 01 06 2007
PRO FULL 1 1 0 INT 123 Volley Ball Training 01 06 2007 09:00 01 06 2007
COM COM 5 1 2 INT 4321 FA First Aid 02 06 2007 12:00 02 06 2007
COM COM 5 1 2 INT FA1 FA First Aid 15 06 2007 03:00 15 06 2007
PRO MIN 10 6 10 INT 123 Volley Ball Training 15 06 2007 09:00 15 06 2007
PRO MIN 8 2 8 DCT DI123 DTCCA Di's Training Course Code Advanced 21 06 2007 09:30 23 06 2007

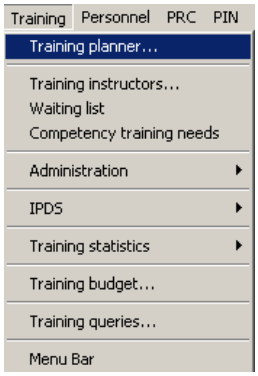
To make any alterations to this course

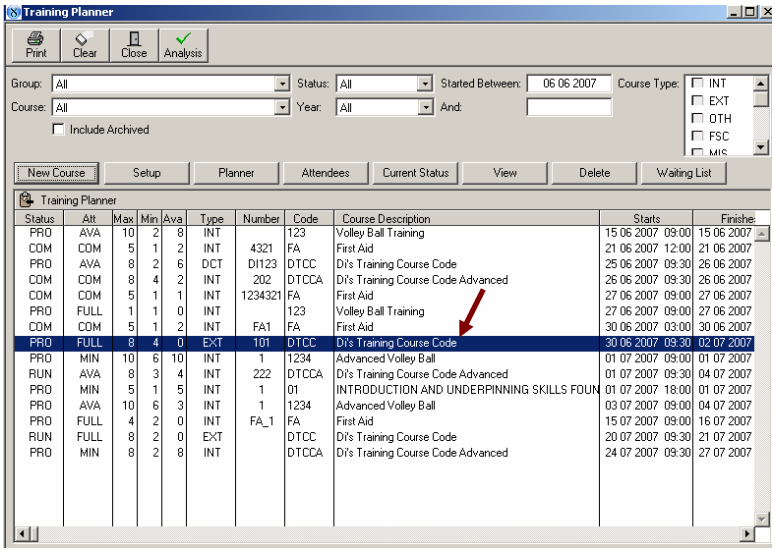
- Click onto the course
- Click onto the Setup button
- Follow the above instructions

Course Status Update

When a course is set up, is it defaulted to 'Proposed'. Once a course has been approved the Status can be changed to 'Run'. Once completed again, it can be changed to 'Completed'. To do this:-

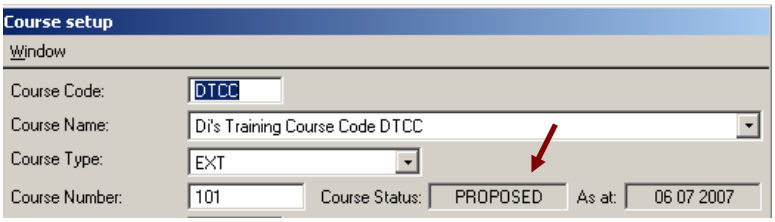
- Click onto Training
- Click onto a Course



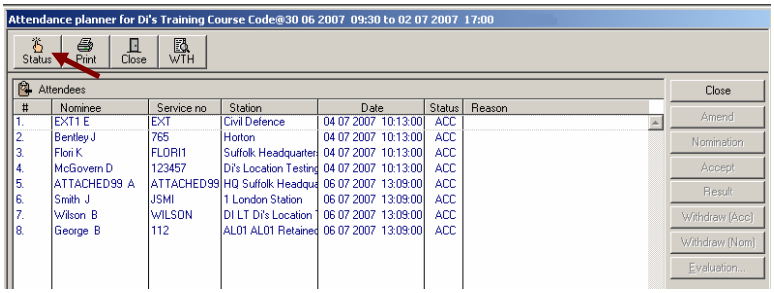

Training Planner
Print
Clear
Close
Analysis
Group: All
Status: All
Started Between: 06 06 2007
Course Type: INT EXT OTH FSC
Course: All
Year: All
And:
Include Archived
New Course
Setup
Planner
Attendees
Current Status
View
Delete
Waiting List
Training Planner
Status Att Max Min Ava Type Number Code Course Description Starts Finishes
PRO AVA 10 2 8 INT Volley Ball Training 15 06 2007 09:00 15 06 2007
COM COM 5 1 2 INT 4321 FA First Aid 21 06 2007 12:00 21 06 2007
PRO AVA 8 2 6 DCT DI123 DTCC Di's Training Course Code 25 06 2007 09:30 26 06 2007
COM COM 8 4 2 INT 202 DTCCA Di's Training Course Code Advanced 26 06 2007 09:30 26 06 2007
COM COM 5 1 1 INT 1234321 FA First Aid 27 06 2007 09:00 27 06 2007
PRO FULL 1 1 0 INT 123 Volley Ball Training 27 06 2007 09:00 27 06 2007
COM COM 5 1 2 INT FA1 FA First Aid 30 06 2007 03:00 30 06 2007
PRO FULL 8 4 0 EXT 101 DTCC Di's Training Course Code 30 06 2007 09:30 02 07 2007
PRO MIN 10 6 10 INT 1 1234 Advanced Volley Ball 01 07 2007 09:00 01 07 2007
RUN AVA 8 3 4 INT 222 DTCCA Di's Training Course Code Advanced 01 07 2007 09:30 04 07 2007
PRO MIN 5 1 5 INT 1 01 INTRODUCTION AND UNDERPINNING SKILLS FOUN 01 07 2007 18:00 01 07 2007
PRO AVA 10 6 3 INT 1 1234 Advanced Volley Ball 03 07 2007 09:00 04 07 2007
PRO FULL 4 2 0 INT FA_1 FA First Aid 15 07 2007 09:00 16 07 2007
RUN FULL 8 2 0 EXT DTCC Di's Training Course Code 20 07 2007 09:30 21 07 2007
PRO MIN 8 2 8 INT DTCCA Di's Training Course Code Advanced 24 07 2007 09:30 27 07 2007

- Click onto the Setup button

As you can see under 'Course Status' It has defaulted to 'Proposed'



- Click onto the OK button
- Go back into Training Planner
- Click onto the Planner button

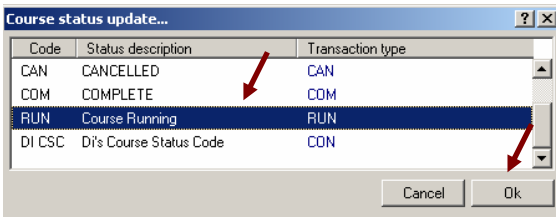

Attendance planner for Di's Training Course Code@30 06 2007 09:30 to 02 07 2007 17:00
Status
Print
Close
WTH
Attendees
Nominee Service no Station Date Status Reason
1. EXT1 E EXT Civil Defence 04 07 2007 10:13:00 ACC
2. Bentley J 765 Horton 04 07 2007 10:13:00 ACC
3. Flori K FLORI1 Suffolk Headquarter 04 07 2007 10:13:00 ACC
4. McGovern D 123457 Di's Location Testing 04 07 2007 10:13:00 ACC
5. ATTACHED99 A ATTACHED99 HQ Suffolk Headqua 06 07 2007 13:09:00 ACC
6. Smith J JSMI 1 London Station 06 07 2007 13:09:00 ACC
7. Wilson B WILSON DI LT Di's Location 06 07 2007 13:09:00 ACC
8. George B 112 AL01 AL01 Retained 06 07 2007 13:09:00 ACC
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...

As you can see all the candidates have Accepted being on the course (blue)

Now the course is ready to Run (RUN)

- Click onto the Status icon

Change the Status from ‘Proposed Course’ to ‘Course Running’



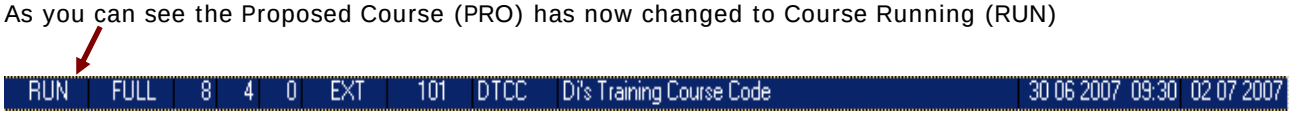
- Click onto the OK button
- Click onto the Closed button

Go back into Training Planner

- Click onto the ‘Analysis’ button

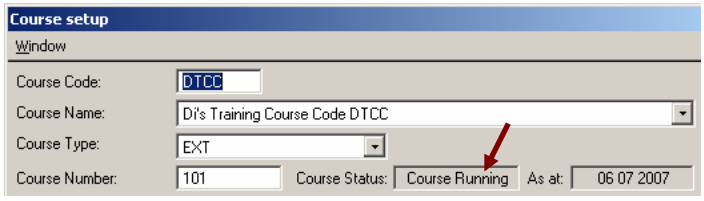
This is to Refresh the page

As you can see the Proposed Course (PRO) has now changed to Course Running (RUN)



Go back into Training Planner

- Click onto the Setup button



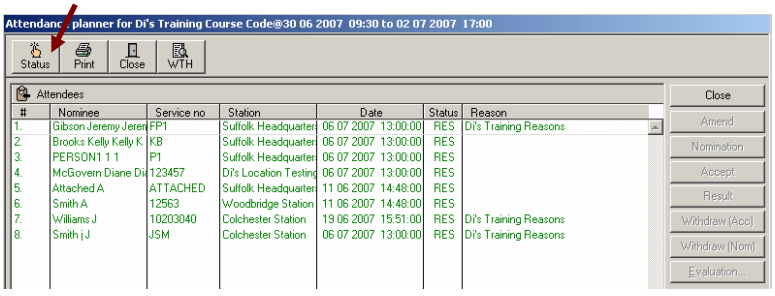
As you can see the Course Status has now changed to ‘Course Running’

Go back into Training Planner

- Click onto the Planner button

As you can see all the candidates

- Results have been entered (Green)
- Evaluations have been entered

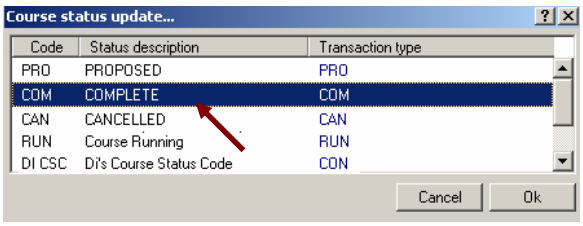

Attendance planner for Di's Training Course Code@30 06 2007 09:30 to 02 07 2007 17:00
Status
Print
Close
WTH
Attendees
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...
Nominee Service no Station Date Status Reason
1. Gibson Jeremy Jeren FP1 Suffolk Headquarter 06 07 2007 13:00:00 RES Di's Training Reasons
2. Brooks Kelly Kelly K KB Suffolk Headquarter 06 07 2007 13:00:00 RES
3. PERSON1 1 1 P1 Suffolk Headquarter 06 07 2007 13:00:00 RES
4. McGovern Diane Di 123457 Di's Location Testing 06 07 2007 13:00:00 RES
5. Attached A ATTACHED Suffolk Headquarter 11 06 2007 14:48:00 RES
6. Smith A 12563 Woodbridge Station 11 06 2007 14:48:00 RES
7. Williams J 10203040 Colchester Station 19 06 2007 15:51:00 RES Di's Training Reasons
8. Smith j J JSM Colchester Station 06 07 2007 13:00:00 RES Di's Training Reasons

Now the course is Completed (COM)

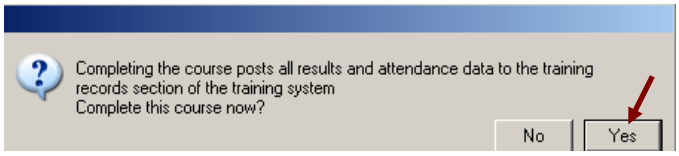
- Click onto the Status icon

Change the Status from ‘Course Running’ to Course Competed (COM)

- Click onto the OK button



A dialog box will appear


Completing the course posts all results and attendance data to the training records section of the training system
Complete this course now?
No
Yes

Stating all the Results and attendance will be recorded in the Training System and are you sure you want to Complete this course.

Click onto the 'Yes' button to complete the course

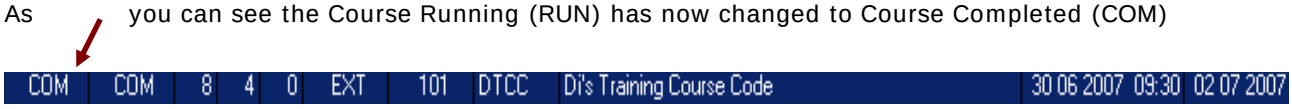
- Click onto the Closed button

Go back into Training Planner

- Click onto the 'Analysis' button

This is to refresh the page

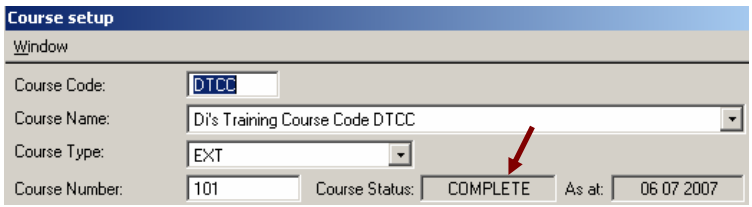
As you can see the Course Running (RUN) has now changed to Course Completed (COM)



Go back into Training Planner

- Click onto the Setup button

As you can see the Course Status has now changed to 'Completed'



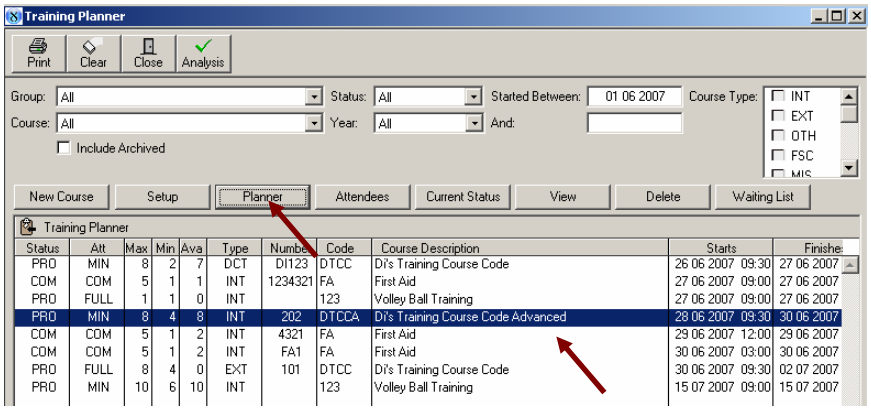
To set up the Course Status Code go to pg 42

Nominating a Candidates onto a Course

When a course is set up within the Training module, administrators will be able to assign candidates to that course by using either the Training Planner – or via the Duty Rota Book or Station Resources. There will be a limited amount of spaces (a min & max) that have been assigned for that particular course. If the course is full you will be able to put the candidate onto a waiting list (page 73).

Entering Candidates via the Training Planner

When Nominating a candidates to that course you will see; within Planner how many spaces are available, if all the spaces are taken you can enter your candidate to the Waiting List (on page 73)

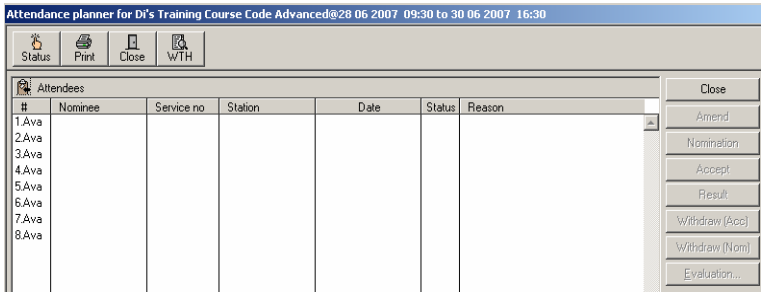

Training Planner
Print
Clear
Close
Analysis
Group: All
Status: All
Started Between: 01 06 2007
Course Type: INT EXT OTH FSC
Course: All
Year: All
And:
Include Archived
New Course
Setup
Planner
Attendees
Current Status
View
Delete
Waiting List
Training Planner
Status Att Max Min Ava Type Number Code Course Description Starts Finishe
PRO MIN 8 2 7 DCT DI123 DTCC Di's Training Course Code 26 06 2007 09:30 27 06 2007
COM COM 5 1 1 INT 1234321 FA First Aid 27 06 2007 09:00 27 06 2007
PRO FULL 1 1 0 INT 123 Volley Ball Training 27 06 2007 09:00 27 06 2007
PRO MIN 8 4 8 INT 202 DTCCA Di's Training Course Code Advanced 28 06 2007 09:30 30 06 2007
COM COM 5 1 2 INT 4321 FA First Aid 29 06 2007 12:00 29 06 2007
COM COM 5 1 2 INT FA1 FA First Aid 30 06 2007 03:00 30 06 2007
PRO FULL 8 4 0 EXT 101 DTCC Di's Training Course Code 30 06 2007 09:30 02 07 2007
PRO MIN 10 6 10 INT 123 Volley Ball Training 15 07 2007 09:00 15 07 2007

To nominate somebody onto the course

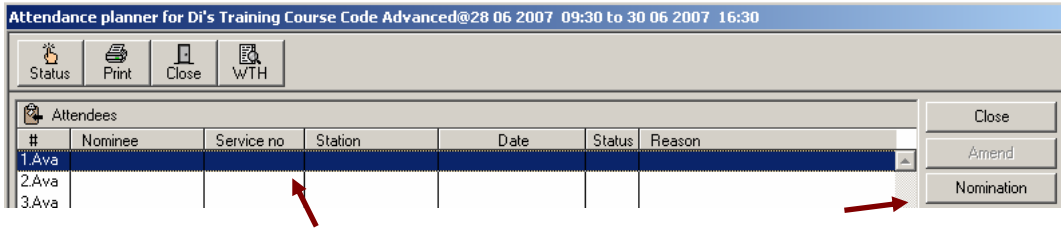
- Click onto the course
- Click onto Planner button

As you can see there are eight available spaces for this course

- Click onto one of the Ava (available) spaces

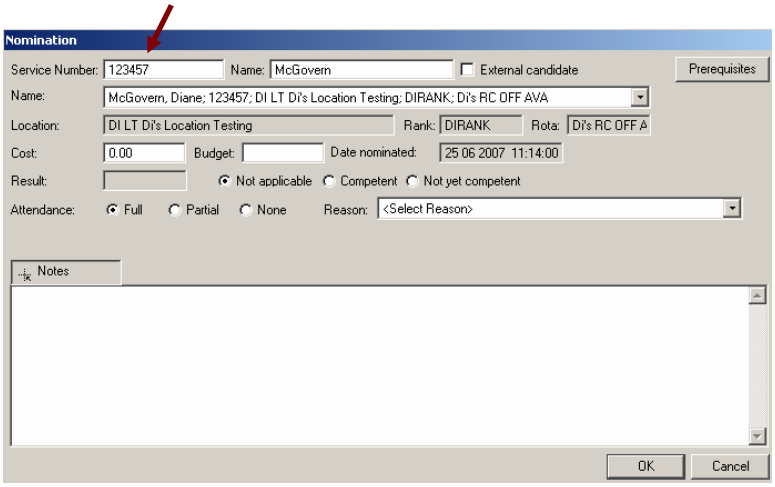


This will highlight the row



- Click onto the Nomination button

To nominate a person from within the brigade; if you know the Service Number,

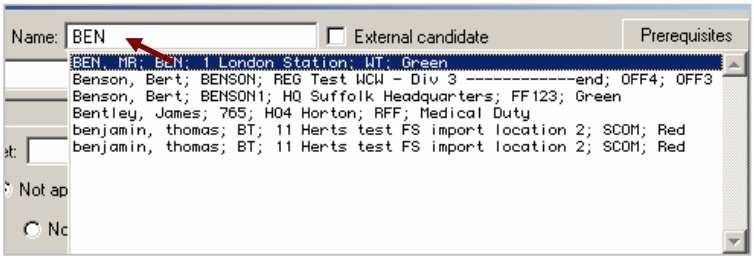


- Enter the Service Number in the Service Number box
- Click onto the Enter button on your Keyboard

The system will lookup the Candidate's details and enter them into the appropriate boxes. - As shown -

You can also select a candidate by entering their Surname into the Name box

Use the External Candidate check box to manually specify a name.

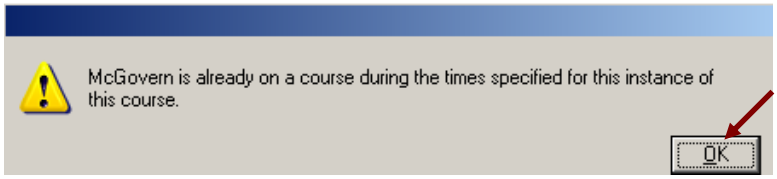

Name: BEN
External candidate
Prerequisites
BEN, MR; BEN; 1 London Station; WT; Green
Benson, Bert; BENSON; REG Test WCW - Div 3 ----------end; OFF4; OFF3
Benson, Bert; BENSON1; HQ Suffolk Headquarters; FF123; Green
Bentley, James; 765; H04 Horton; RFF; Medical Duty
benjamin, thomas; BT; 11 Herts test FS import location 2; SCOM; Red
benjamin, thomas; BT; 11 Herts test FS import location 2; SCOM; Red

- Click the Enter key on your keyboard

A list will appear displaying all surnames starting with 'BEN'

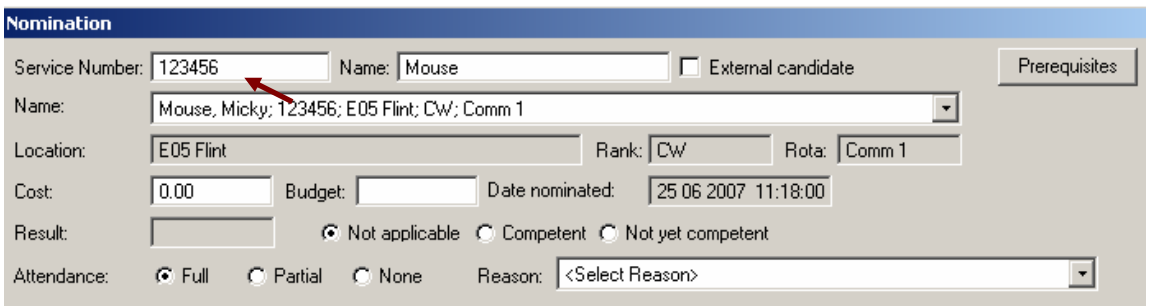
- Double click onto the name you want to Nominate

If the candidate has already been booked onto another course or is sick etc a dialog box will appear - As shown -

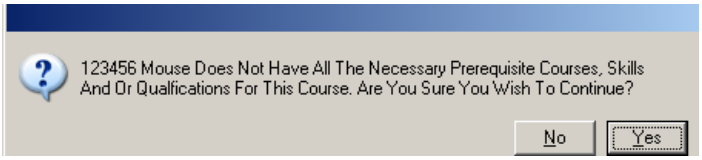


- Click onto the OK button

I have nominated another candidate for the course – using the candidates Service Number.



Again I have a dialog box appeared telling me that the candidate dose not have the correct Prerequisites (Skills & Quals) for this course – you can override this and still allow the candidate to attend the course


123456 Mouse Does Not Have All The Necessary Prerequisite Courses, Skills And Or Qualfications For This Course. Are You Sure You Wish To Continue?
No
Yes

- Click onto Yes – to allow to attend - otherwise
- Click onto the No button

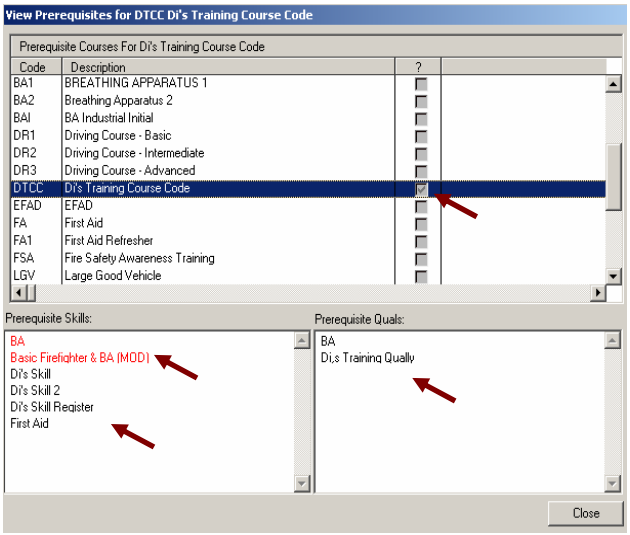
Missing Prerequisites

Before you overwrite this dialog box stating that the candidate doesn't have the correct 'Qualifications' or Skills' to go onto this course

Use the Prerequisites button to determine which Skills and Qualifications the candidate is missing and needs to attend this type of course

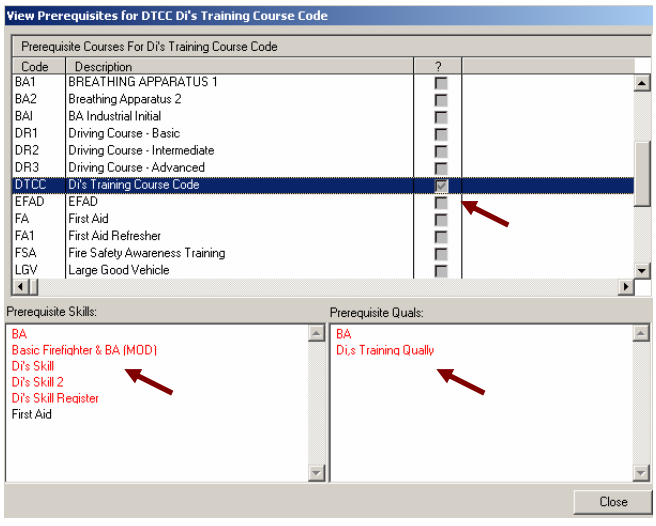
Here are two examples:

As you can see the top window is showing what Prerequisites are required before you can go onto this course. Usually courses that have a beginners, intermediate and advanced levels – meaning you will need to do one before going onto the next level.



In the two bottom windows shows the Qualifications and Skills required. As you can see some of the Skills & Quals are in red the reason is these are the Skills & Quals the candidate has not yet achieved.

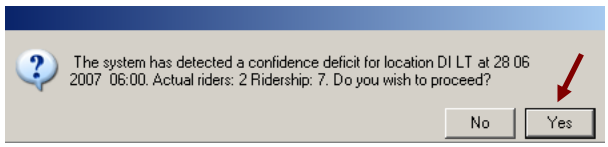
The first example shows that this candidate has all the Quals but not all the Skills. As this Candidate has majority of the requirements the dialog box should not appear.



The second example shows that this candidate has none of the Quals and only one of the Skills. As this Candidate have not done any of the requirements the dialog box will appear, and the person making the decision to have them complete the Prerequisites first or overwrite the decision to attend the course.

- Click onto the appropriate button

Another dialog box may appear letting you know that by entering this candidate to the course; there may be a confidence deficit for that Location –

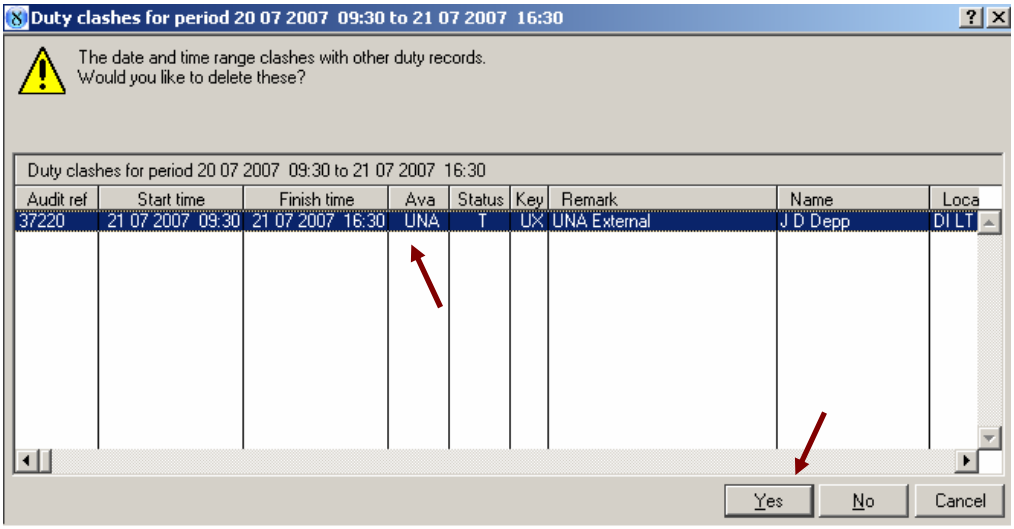

The system has detected a confidence deficit for location DI LT at 28 06 2007 06:00. Actual riders: 2 Ridership: 7. Do you wish to proceed?
No
Yes

If you want to proceed

- Click onto the Yes button

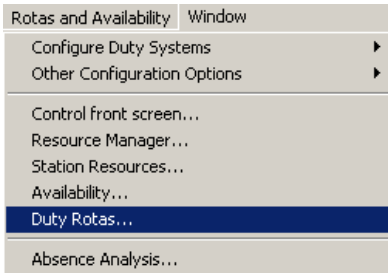
Duty Clashing

When nominating individuals against a Training Course instance via the Planner button, the system checks their availability for the date(s) and time(s) of the course and issues a warning if there are conflicting records. If a clash is found the following message will appear:

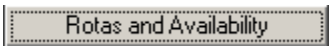


Entering Candidates via the Duty Rota Book

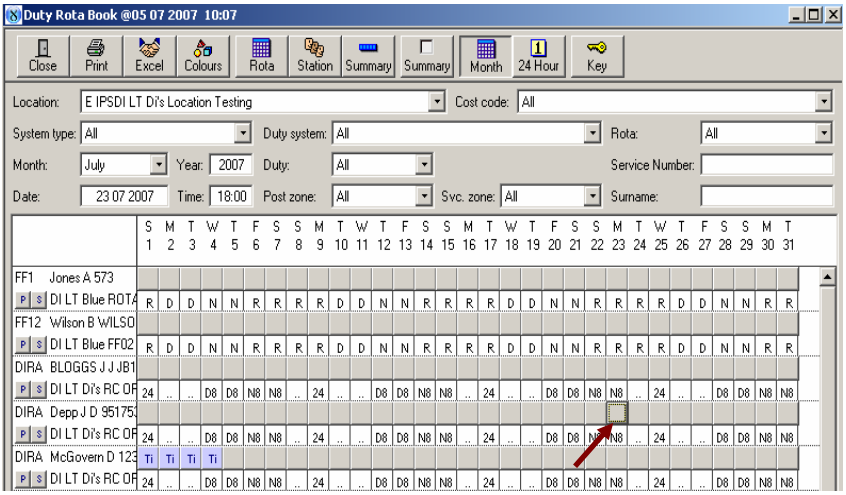
From the Global Navigator



- Click on to the Rota & Availability button
- Click onto Rota Book



Depending on the dates specified will depend on the training courses returned under the Training tab for which the individual can then be nominated against. Select the relevant course from the list and the dates of the course will then update the 'Effective From' and 'Effective To' dates of the availability record.

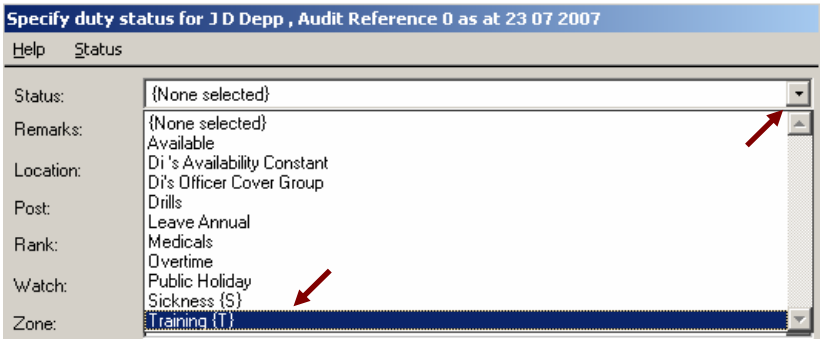


- Find the candidates you want to assign to the course.
- Click onto the gray box of the day of the course

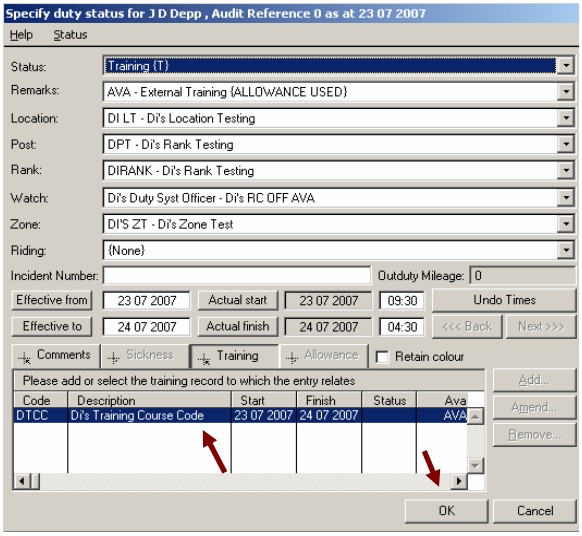
The Status Duty window will appear

Within Status

- Click onto the Status Arrow
- Select Training



As you can see at the bottom of the window the training course for that day will appear under the ‘Training’ tab.

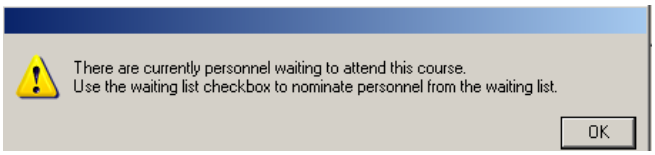

Specify duty status for J D Depp , Audit Reference 0 as at 23 07 2007
Help
Status
Status: Training (T)
Remarks: AVA - External Training (ALLOWANCE USED)
Location: DI LT - Di's Location Testing
Post: DPT - Di's Rank Testing
Rank: DIRANK - Di's Rank Testing
Watch: Di's Duty Syst Officer - Di's RC OFF AVA
Zone: DI'S ZT - Di's Zone Test
Riding: (None)
Incident Number:
Outduty Mileage: 0
Effective from 23 07 2007 Actual start 23 07 2007 09:30 Undo Times
Effective to 24 07 2007 Actual finish 24 07 2007 04:30 <<< Back Next >>>
Comments Sickness Training Allowance Retain colour
Please add or select the training record to which the entry relates
Code Description Start Finish Status Ava
DTCC Di's Training Course Code 23 07 2007 24 07 2007 AVA
Add...
Amend...
Remove...
OK
Cancel

- Click onto the OK button

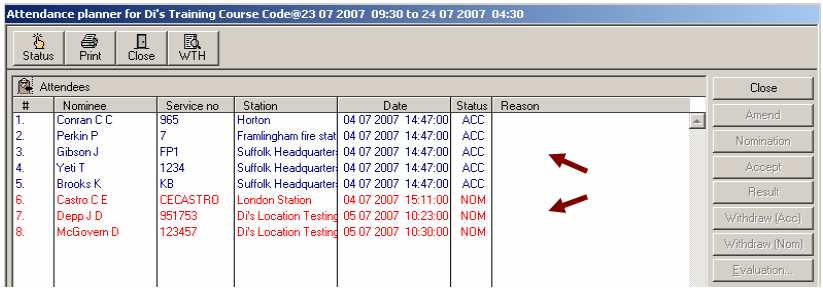
Within the Duty Rota Book this person(s) should now be entered for the course

- Let’s go back to the Training Planner
- Click onto the Course
- Click onto the Planner button

A dialog box will appear saying there are candidates currently waiting to go on the course.


There are currently personnel waiting to attend this course.
Use the waiting list checkbox to nominate personnel from the waiting list.
OK

- Click onto the OK button


Attendance planner for Di's Training Course Code@23 07 2007 09:30 to 24 07 2007 04:30
Status
Print
Close
WTH
Attendees
Nominee Service no Station Date Status Reason
1. Conran C C 965 Horton 04 07 2007 14:47:00 ACC
2. Perkin P 7 Framlingham fire stat 04 07 2007 14:47:00 ACC
3. Gibson J FP1 Suffolk Headquarter 04 07 2007 14:47:00 ACC
4. Yeti T 1234 Suffolk Headquarter 04 07 2007 14:47:00 ACC
5. Brooks K KB Suffolk Headquarter 04 07 2007 14:47:00 ACC
6. Castro C E CECASTRO London Station 04 07 2007 15:11:00 NOM
7. Depp J D 951753 Di's Location Testing 05 07 2007 10:23:00 NOM
8. McGovern D 123457 Di's Location Testing 05 07 2007 10:30:00 NOM
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...

As you can see I have entered more than one onto this course.

They are in Red because they have not yet been ‘Accepted’ onto the course.

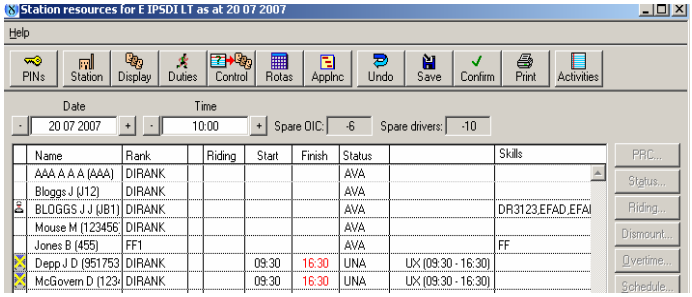
To Accept them onto the course

- Click onto the Accept button – they will now turn Blue and the ‘Nom’ will change to ‘Acc’

Remember - You can enter anyone from any brigade, any watch onto the course.

As you can see the course is now full…

To see if you have been entered into the Station Resources as UNA – Click onto Rota's & Availability – Click onto Station Resources – Find the Location – Click OK – Put the correct Date & Time - as you can see you are shown as unavailable and on a course.

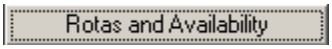


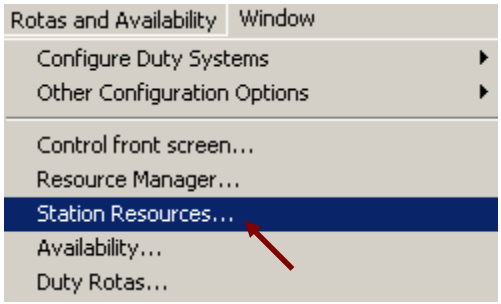
Entering Candidates via Station Resources

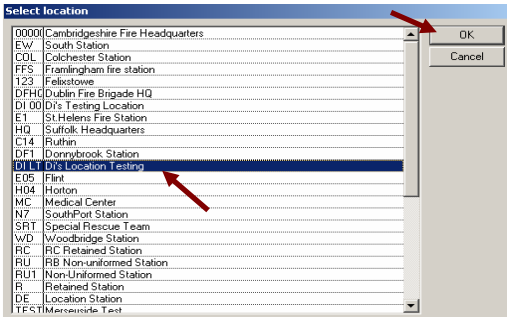
Though the Duty Station Resources

From the Global Navigator

- Click on to the Rota & Availability button
- Click onto Rotas







The Station Location window will open

- Click onto a Station
- Click the OK button

The Station Resources window will appear showing who is available with in that Station at that given time and date.

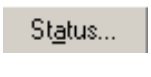
As you can see the two candidates I put onto the Training Course in the Duty Rota Book are showing as UNA and will not available for duty.

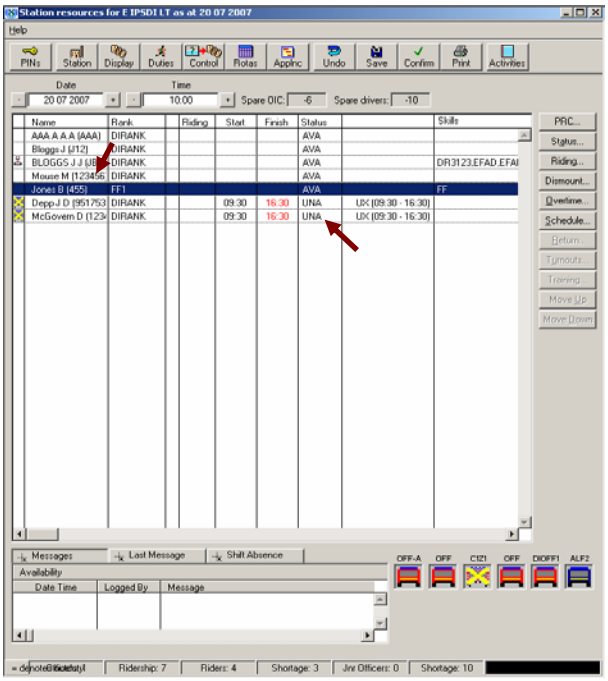
Let's add another candidate but this time from the Station Resources.

- Click onto one of the candidates

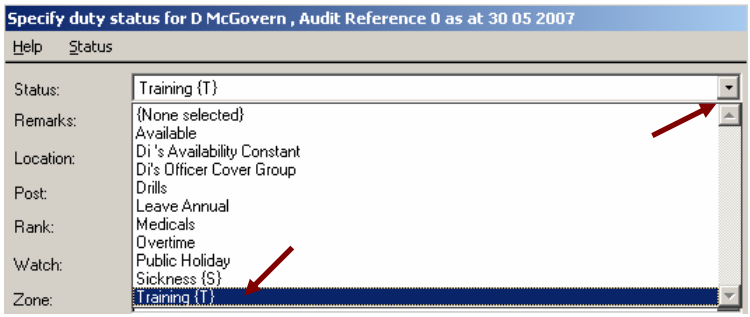
Notice the buttons on the right have lit up

- Click onto the Status button





The Status Duty window will appear

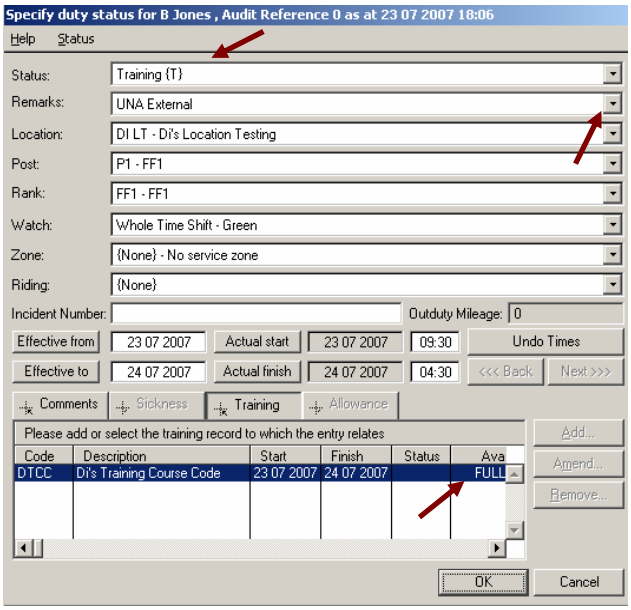


Within Status

- Click onto the Status Arrow
- Select Training

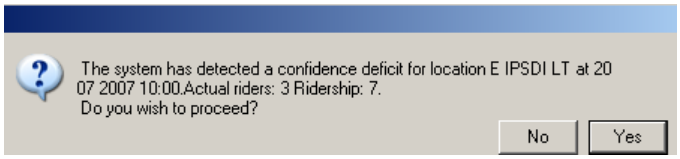
As you can see at the bottom of the window the training course for that day will appear under the 'Training' tab.

- Change the Remarks to UNA



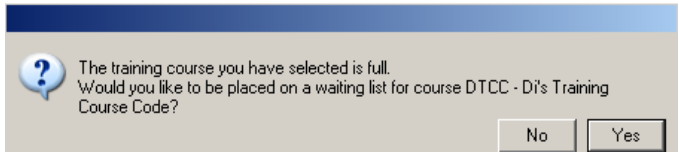
If you look under AVA it says FULL

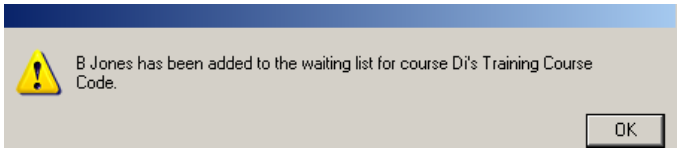
- Click onto the OK button


The system has detected a confidence deficit for location E IPSDI LT at 20 07 2007 10:00.Actual riders: 3 Ridership: 7.
Do you wish to proceed?
No
Yes

Depending on cover for that watch, a dialog box may appear saying there could be a shortage if you select this candidate to go onto the course.

This dialog box will then appear telling you the course is full and he/she will be put onto a Waiting List

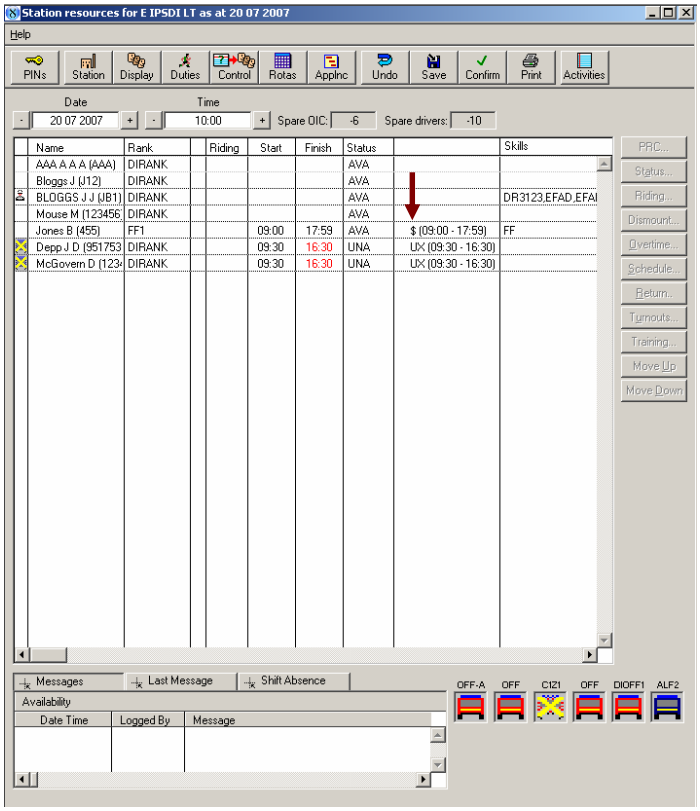

The training course you have selected is full.
Would you like to be placed on a waiting list for course DTCC - Di's Training Course Code?
No
Yes



This dialog box is to confirm the candidate is on the Waiting List

- Click onto the Save Icon

Within the Station Resources this person(s) should now be entered for the course

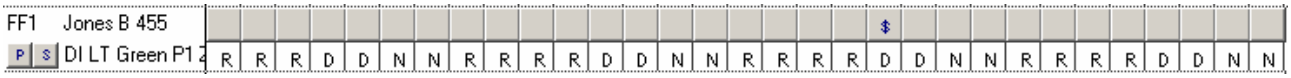


As you can see the Candidate I selected is showing the course details except there is a **'$'** next to the hours instead of **'UX'.**

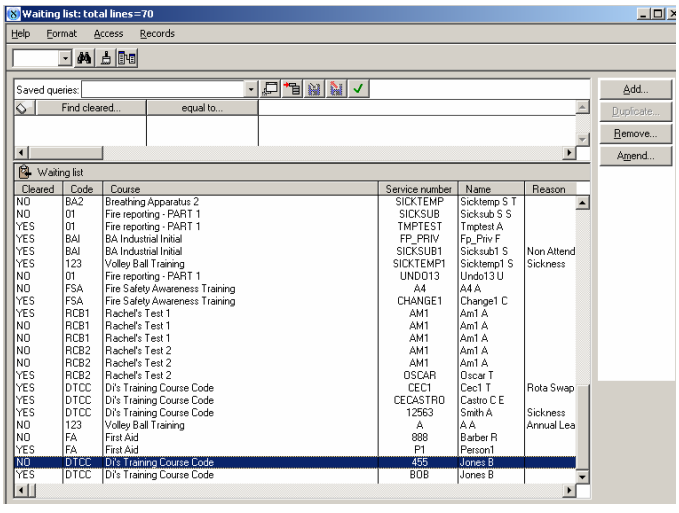
The **'$'** means that the candidate is on a Waiting List and is still available for duty.

You can enter anyone from any brigade, any watch onto the course.

To view the Training booked in the Duty Rota Book –Click onto Rotas & Availability – enter the persons name in Surname –Click onto the Rota icon – as you can see '$' has been entered.



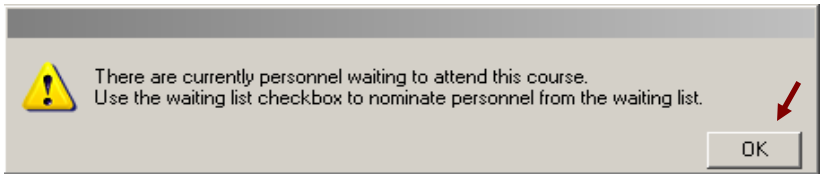
To view the Candidate is on the Waiting List –Click onto Training – Click onto Waiting List – Scroll threw the list until you find your candidate.


Waiting list: total lines=70
Help
Format
Access
Records
Saved queries:
Find cleared...
equal to...
Add...
Duplicate...
Remove...
Amend...
Waiting list
Cleared
Code
Course
Service number
Name
Reason
NO BA2 Breathing Apparatus 2 SICKTEMP Sicktemp S T
NO 01 Fire reporting - PART 1 SICKSUB Sicksub S S
YES 01 Fire reporting - PART 1 TMPTEST Tmptest A
YES BAI BA Industrial Initial FP_PRIV Fp_Priv F
YES BAI BA Industrial Initial SICKSUB1 Sicksub1 S Non Attend
YES 123 Volley Ball Training SICKTEMP1 Sicktemp1 S Sickness
NO 01 Fire reporting - PART 1 UNDO13 Undo13 U
NO FSA Fire Safety Awareness Training A4 A4 A
YES FSA Fire Safety Awareness Training CHANGE1 Change1 C
YES RCB1 Rachel's Test 1 AM1 Am1 A
NO RCB1 Rachel's Test 1 AM1 Am1 A
NO RCB1 Rachel's Test 1 AM1 Am1 A
NO RCB2 Rachel's Test 2 AM1 Am1 A
NO RCB2 Rachel's Test 2 AM1 Am1 A
YES RCB2 Rachel's Test 2 OSCAR Oscar T
YES DTCC Di's Training Course Code CEC1 Cec1 T Rota Swap
YES DTCC Di's Training Course Code CECASTRO Castro C E
YES DTCC Di's Training Course Code 12563 Smith A Sickness
NO 123 Volley Ball Training A A A Annual Lea
NO FA First Aid 888 Barber R
YES FA First Aid P1 Person1
NO DTCC Di's Training Course Code 455 Jones B
YES DTCC Di's Training Course Code BOB Jones B

Waiting List

In the circumstances where an candidate can not be nominated for a course due to lack of space or has been withdrawn for reasons of sickness, candidate's can be also be manually recorded on a waiting list as a form of reminder when next nominating candidates.

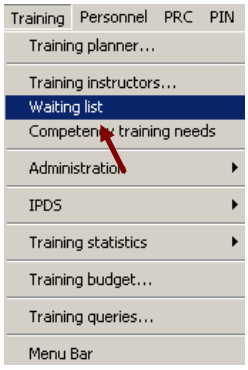
When the Planner button is pressed, the system checks the waiting list for the currently selected course type. If there are personnel waiting the following message will appear:

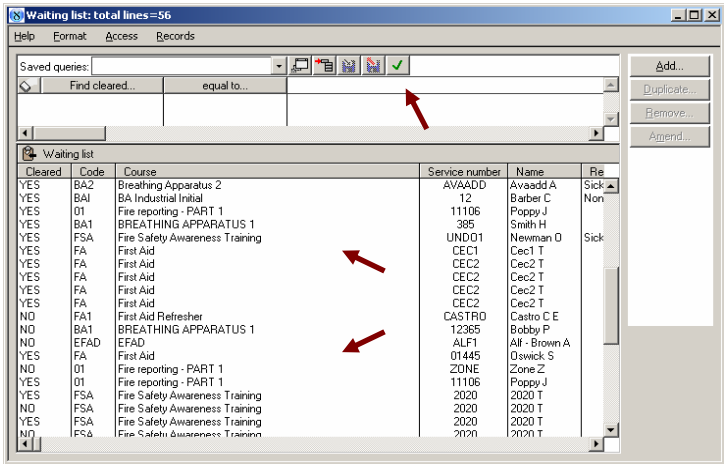

There are currently personnel waiting to attend this course.
Use the waiting list checkbox to nominate personnel from the waiting list.
OK

On the nomination window the Waiting List check box can be used to show a dropdown list of personnel on the Waiting List for the selected Course.

There is a shortcut button from the Training Planner to the Waiting List window. Alternatively this can be access via:

- Click onto the Training button
- Click onto Waiting List

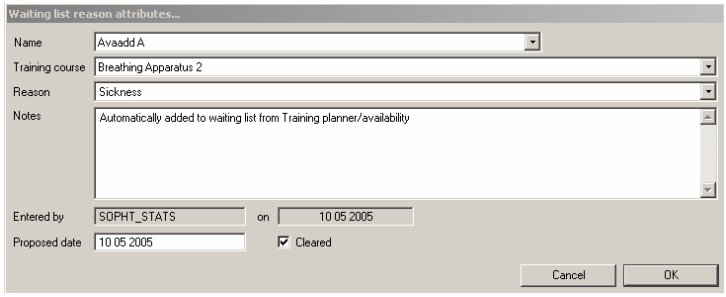




If you know the candidate's details then you can enter the information via the Waiting List

- Click onto the Add/Amend button

But this is usually used to check who's waiting to go on certain courses



Let's go back to the Training Planner

Nominate a Candidate from the Waiting List

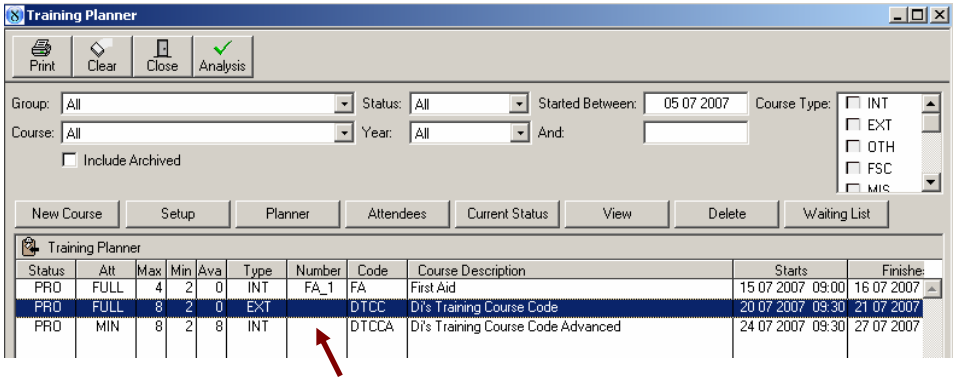
When you want to select another candidate to the course the system will make you aware that there are people waiting on the Waiting List to be nominated.

As, in this case our course is full so we need to Withdraw a candidate first

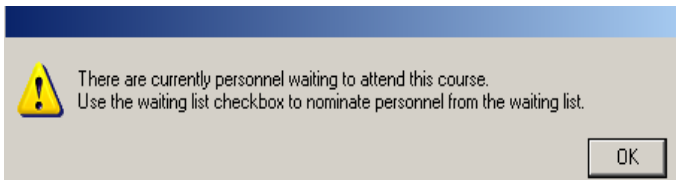
Withdrawing a Candidate from a Course

Planner Button

- Click onto a course
- Click onto Planner button


Training Planner
Print
Clear
Close
Analysis
Group: All
Status: All
Started Between: 05 07 2007
Course Type: INT EXT OTH FSC
Course: All
Year: All
And:
Include Archived
New Course
Setup
Planner
Attendees
Current Status
View
Delete
Waiting List
Training Planner
Status Att Max Min Ava Type Number Code Course Description Starts Finishe
PRO FULL 4 2 0 INT FA_1 FA First Aid 15 07 2007 09:00 16 07 2007
PRO FULL 8 2 0 EXT DTCC Di's Training Course Code 20 07 2007 09:30 21 07 2007
PRO MIN 8 2 8 INT DTCCA Di's Training Course Code Advanced 24 07 2007 09:30 27 07 2007

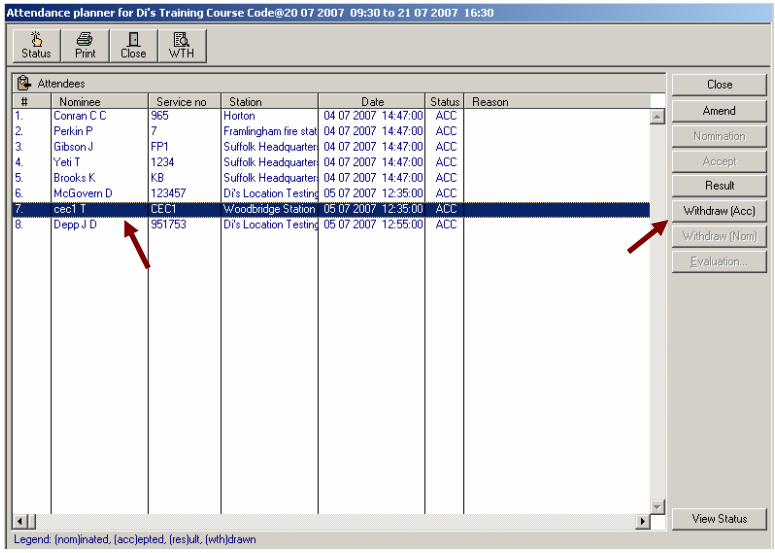
A dialog box will appear


There are currently personnel waiting to attend this course.
Use the waiting list checkbox to nominate personnel from the waiting list.
OK

Reminding you that there are people waiting to attend this course and you will need to click onto the Waiting List box.

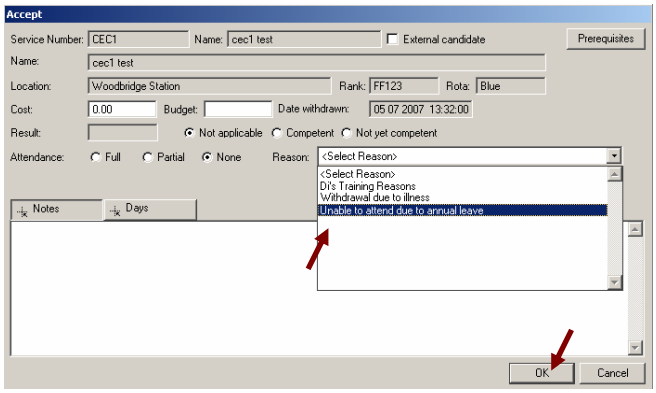
- Click the OK button

This will open the Attendance Planner

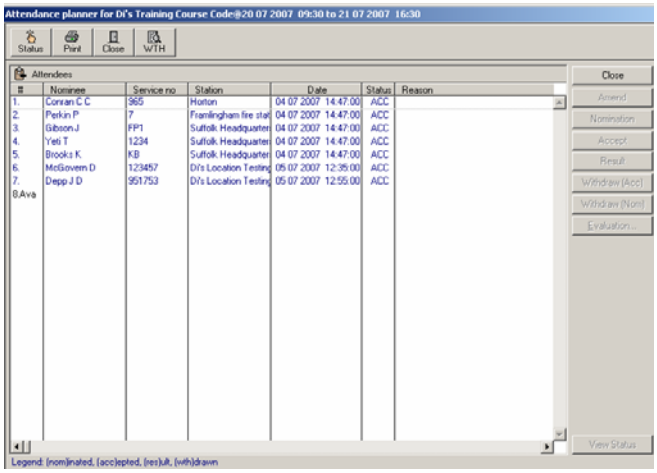

Attendance planner for Di's Training Course Code@20 07 2007 09:30 to 21 07 2007 16:30
Status
Print
Close
WTH
Attendees
Nominee Service no Station Date Status Reason
1. Conran C C 965 Horton 04 07 2007 14:47:00 ACC
2. Perkin P 7 Framlingham fire stat 04 07 2007 14:47:00 ACC
3. Gibson J FP1 Suffolk Headquarter 04 07 2007 14:47:00 ACC
4. Yeti T 1234 Suffolk Headquarter 04 07 2007 14:47:00 ACC
5. Brooks K KB Suffolk Headquarter 04 07 2007 14:47:00 ACC
6. McGovern D 123457 Di's Location Testing 05 07 2007 12:35:00 ACC
7. cec1 T CEC1 Woodbridge Station 05 07 2007 12:35:00 ACC
8. Depp J D 951753 Di's Location Testing 05 07 2007 12:55:00 ACC
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...
View Status
Legend: (nom)inated, (acc)epted, (res)ult, (wth)drawn

- Click onto the candidate who's withdrawing
- Click onto the Withdraw (Nom) or (Acc) button

The details of the candidate will appear – as shown



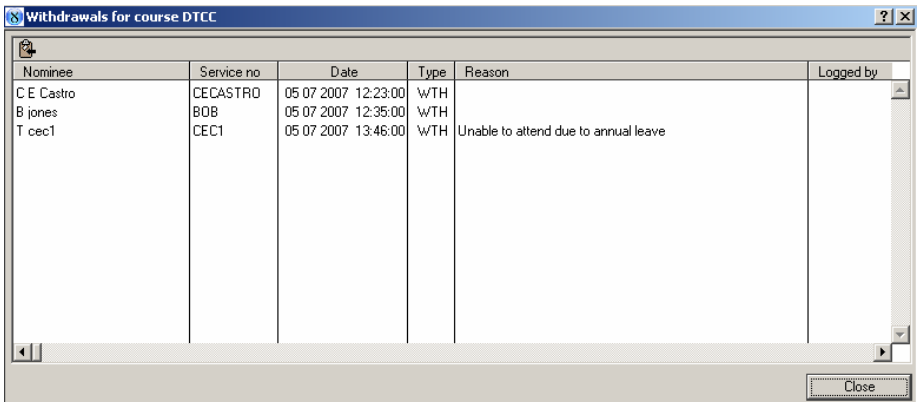
- Click onto the Reason arrow
- Select a Reason why the Candidate is Withdrawing
- Enter any Notes
- Click onto the OK button



As you can see the Candidate has now been removed and a space has now become available

- Click onto the WTH icon at the top of the window

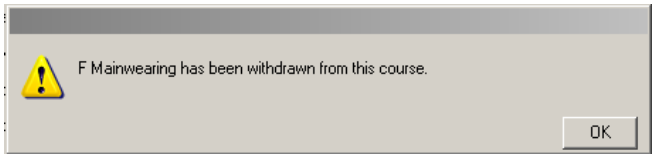
All the Candidates that have been Withdrawn from a course will appear in here.



- Click onto the Close button

Once Withdrawn, candidate goes on to the WTH (Withdrawn) List, accessed via the button at the top of the screen.

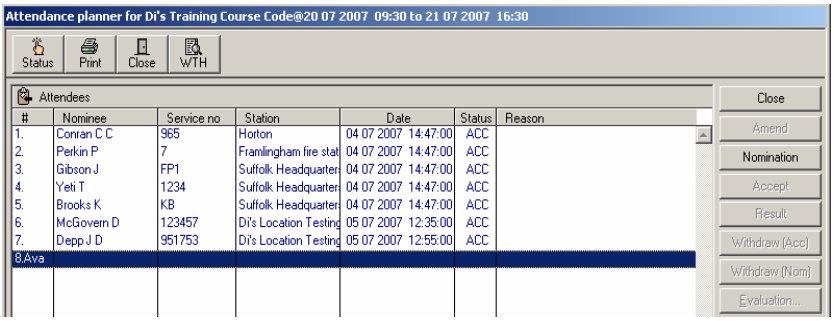
If the user then tries to nominate somebody that has been Withdrawn then the system will show the following message:

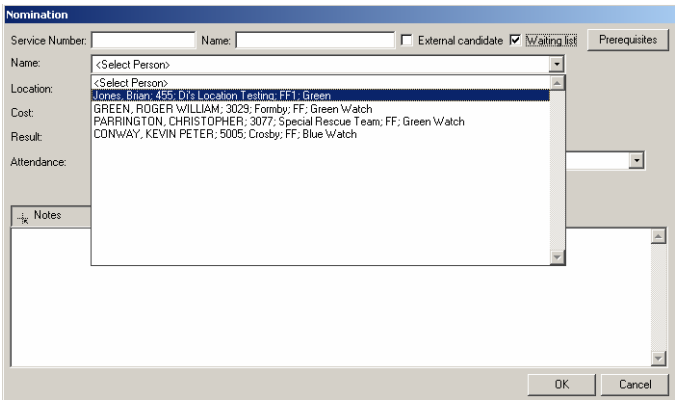


To Add a Candidate from the Waiting List

In Attendance Planner

- Click onto The blank AVA row
- Click onto the nomination button


Attendance planner for Di's Training Course Code@20 07 2007 09:30 to 21 07 2007 16:30
Status
Print
Close
WTH
Attendees
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...
Nominee Service no Station Date Status Reason
1. Conran C C 965 Horton 04 07 2007 14:47:00 ACC
2. Perkin P 7 Framlingham fire stat 04 07 2007 14:47:00 ACC
3. Gibson J FP1 Suffolk Headquarter 04 07 2007 14:47:00 ACC
4. Yeti T 1234 Suffolk Headquarter 04 07 2007 14:47:00 ACC
5. Brooks K KB Suffolk Headquarter 04 07 2007 14:47:00 ACC
6. McGovern D 123457 Di's Location Testing 05 07 2007 12:35:00 ACC
7. Depp J D 951753 Di's Location Testing 05 07 2007 12:55:00 ACC
8.Ava

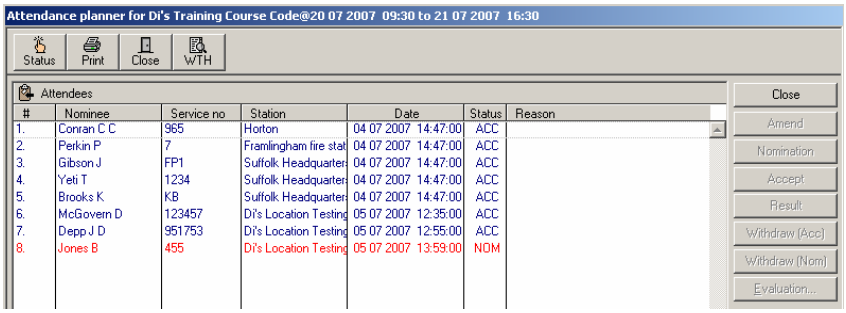


- Click into the Waiting List box
- Click onto the Name arrow

A drop down list will appear with all the people who are waiting to attend this course.

- Double click onto the candidate
- Click OK

As you can see the candidate has now been entered onto the course

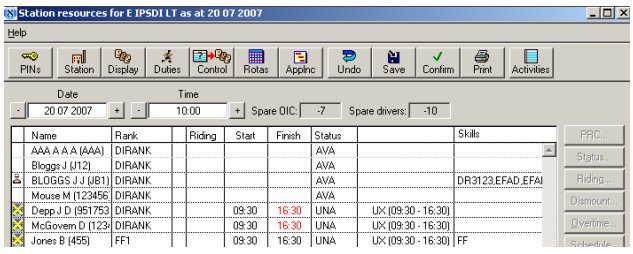

Attendance planner for Di's Training Course Code@20 07 2007 09:30 to 21 07 2007 16:30
Status
Print
Close
WTH
Attendees
Close
Amend
Nomination
Accept
Result
Withdraw (Acc)
Withdraw (Nom)
Evaluation...
Nominee Service no Station Date Status Reason
1. Conran C C 965 Horton 04 07 2007 14:47:00 ACC
2. Perkin P 7 Framlingham fire stat 04 07 2007 14:47:00 ACC
3. Gibson J FP1 Suffolk Headquarter 04 07 2007 14:47:00 ACC
4. Yeti T 1234 Suffolk Headquarter 04 07 2007 14:47:00 ACC
5. Brooks K KB Suffolk Headquarter 04 07 2007 14:47:00 ACC
6. McGovern D 123457 Di's Location Testing 05 07 2007 12:35:00 ACC
7. Depp J D 951753 Di's Location Testing 05 07 2007 12:55:00 ACC
8. Jones B 455 Di's Location Testing 05 07 2007 13:59:00 NOM

You may notice that some of the candidates are in Red others are in Blue – this is explained in detail on the next page

Remember FF Jones who was on the Waiting List…

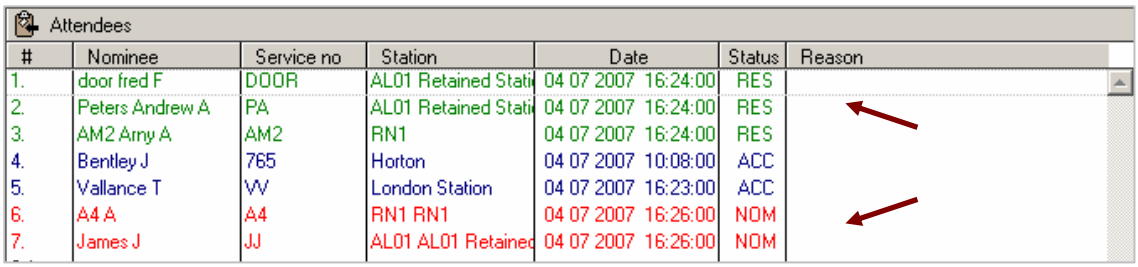
Now he has been entered onto the course and the duty rota Book is showing **'UX'** instead of **'$'**

Also, in the Station Resources FF Jones is now UNA for Duty.



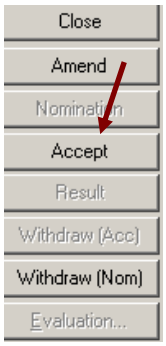
NOM / ACC / RES

You may have notices that some of the candidates are in **Red** some are in **Blue** and soon to be in **Green**


Attendees
Nominee Service no Station Date Status Reason
1. door fred F DOOR AL01 Retained Stati 04 07 2007 16:24:00 RES
2. Peters Andrew A PA AL01 Retained Stati 04 07 2007 16:24:00 RES
3. AM2 Amy A AM2 RN1 04 07 2007 16:24:00 RES
4. Bentley J 765 Horton 04 07 2007 10:08:00 ACC
5. Vallance T VV London Station 04 07 2007 16:23:00 ACC
6. A4 A A4 RN1 RN1 04 07 2007 16:26:00 NOM
7. James J JJ AL01 AL01 Retained 04 07 2007 16:26:00 NOM

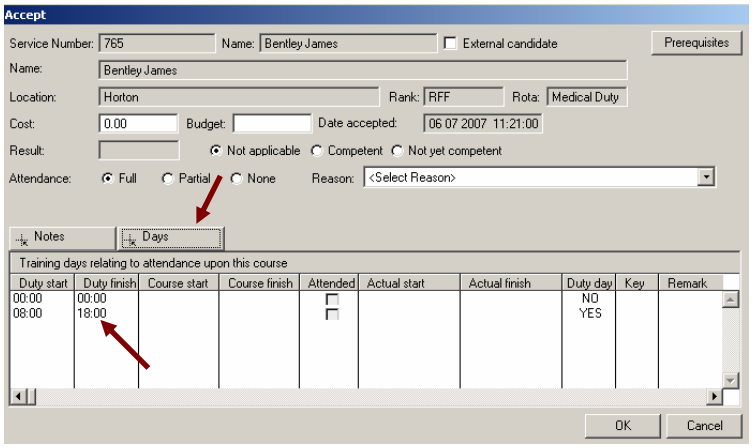
The reason for this is… Each one gives you different options:

Candidates that are in **Red** have been nominated to the course (**NOM**)



You have the 'Close', 'Amend', **'Accept'**, Withdraw (Nom)

- Click onto the Accept button

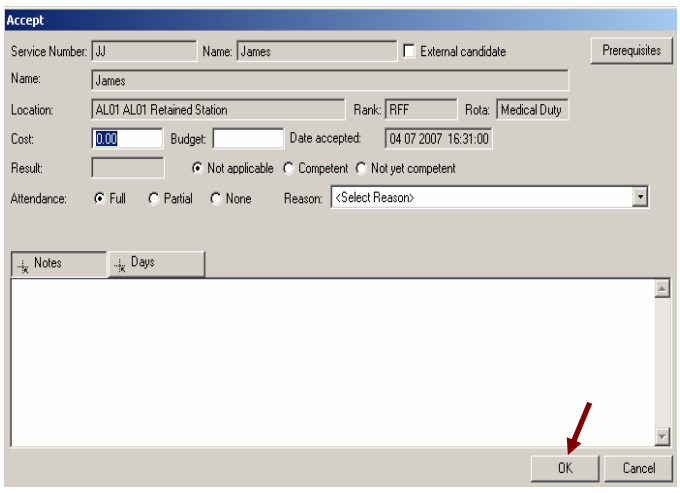


The Accept window will open

- Click onto the 'Days' tab.

This will show if the candidate is on duty at all during the Training.

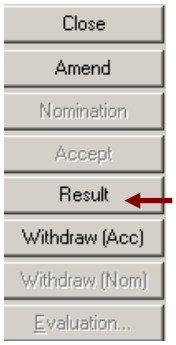
As you can see in this example the candidate will be on night duty on the second day



- Click onto the OK button

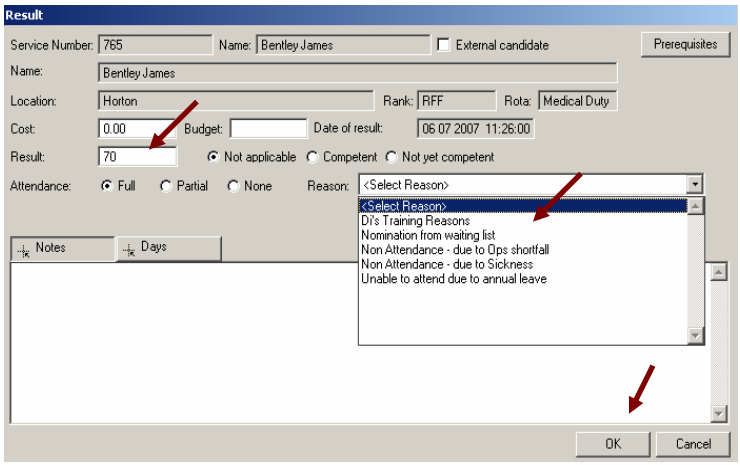
The text will change from red to Blue

Candidates that are in **Blue** have accepted the nomination to be on the course (**ACC**)



You have the 'Close', 'Amend', **'Results'**, Withdraw (Acc)

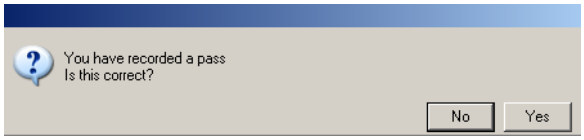
The Results window will open



Here you can add the Pass/Fail Result

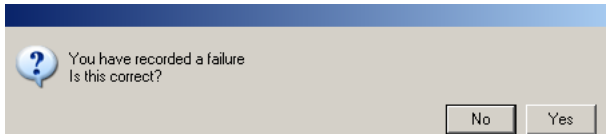
If the candidate was competent or not

- Click onto the OK button



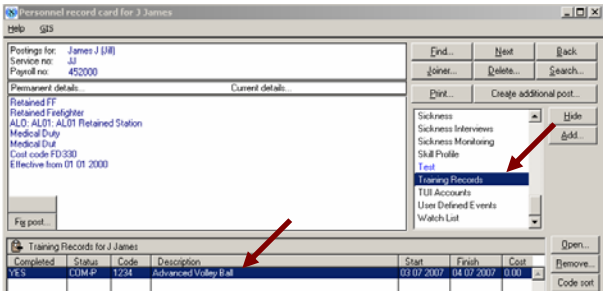
A dialog box will appear asking if the Pass / Fail correct

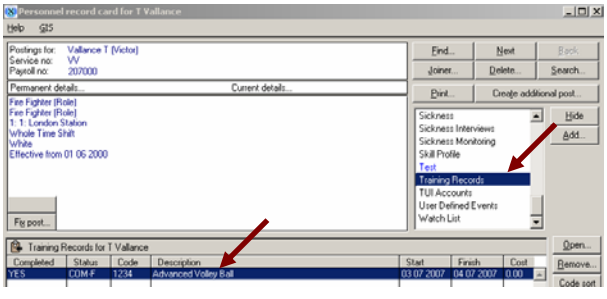
- If correct - Click onto the Yes button
- If in-correct – Click onto the No button

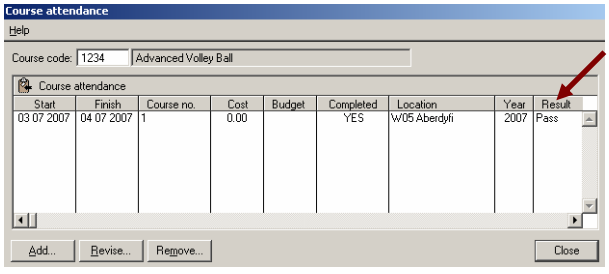


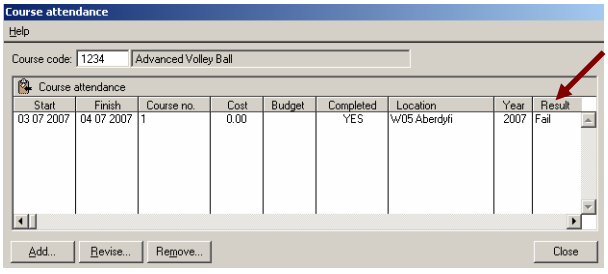
The text will change from Red to Green

If you go to the Candidates Personnel Record Card – In the Sub-menu, Click on Training Records – Click on the course – Click onto Open – Course Attendance window will open showing your Pass / Fail Results

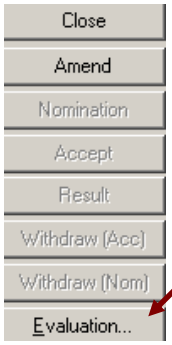






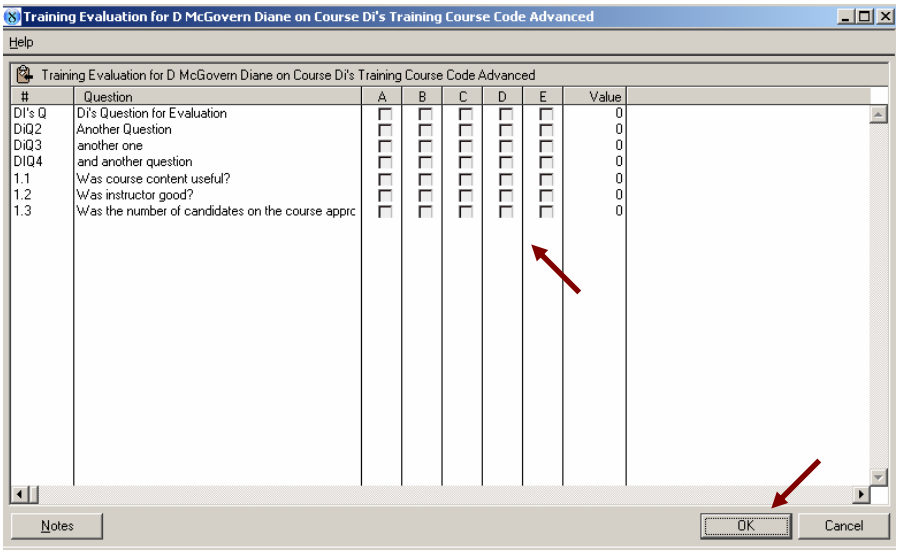


Candidates that are in **Green** have completed the course (**RES**)



You have the 'Close', 'Amend', Evaluation…

The Evaluation window will open


Training Evaluation for D McGovern Diane on Course Di's Training Course Code Advanced
Help
Training Evaluation for D McGovern Diane on Course Di's Training Course Code Advanced
Question A B C D E Value
DI's Q Di's Question for Evaluation 0
DiQ2 Another Question 0
DiQ3 another one 0
DIQ4 and another question 0
1.1 Was course content useful? 0
1.2 Was instructor good? 0
1.3 Was the number of candidates on the course appro 0
Notes
OK
Cancel

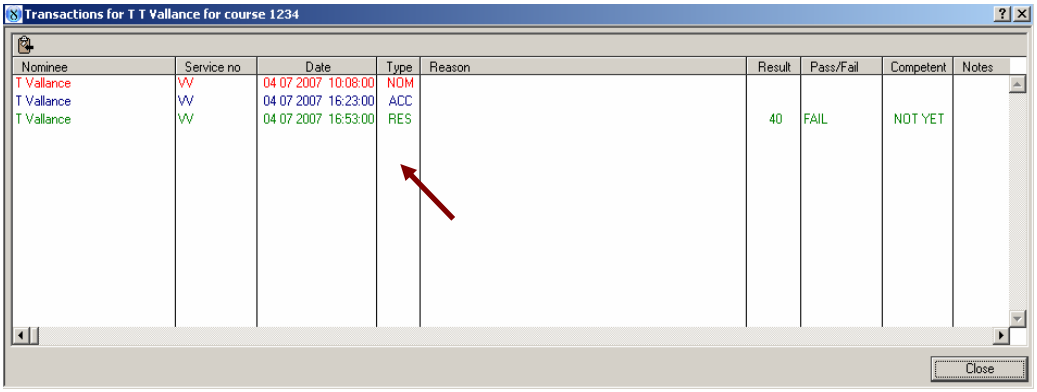
- Click into the boxes

'A' very good – 'E' not very good

- Click onto the OK button

You can check the Status of each candidate on the course by

- Click onto the View Status button

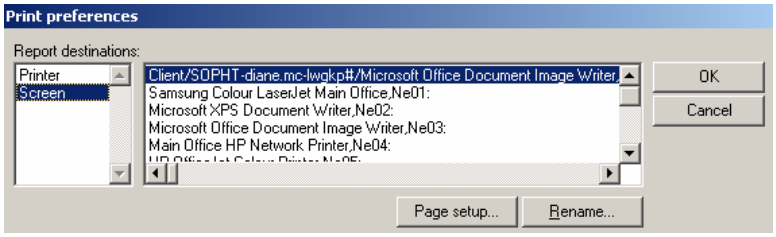

Transactions for T T Vallance for course 1234
Nominee Service no Date Type Reason Result Pass/Fail Competent Notes
T Vallance W 04 07 2007 10:08:00 NOM
T Vallance W 04 07 2007 16:23:00 ACC
T Vallance W 04 07 2007 16:53:00 RES 40 FAIL NOT YET
Close

Let's have a look at what the other buttons do within the Training Planner

Attendees Button

- Click onto the Attendees button

A Print Preference window will open



Under Report Destinations

- Click onto 'Screen' it will give you a print preview
- Click onto 'Print' and select the Printer you want to use
- Click onto the OK button

A Preview of the 'Attendance Form, will appear – as shown below – with the Candidates names.

PharOS - Sophtlogic Ltd

ATTENDANCE FORM

COURSE: Di's Training Course Code **COURSE NO:**

DATE(S): 20 07 2007 09:30 21 07 2007 16:30

The following personnel are nominated for the above course on the dates shown.

Service No.	Rank	Name	STN	Signature of Student Attending	On/Off Run	Reason for Non-Attendance
KB	FSI	Brooks K	HQ			
965	RFF	Conran C C	H04			
951753	DIRANK	Depp J D	DI LT			
FP1	FSI	Gibson J	HQ			
455	FF1	Jones B	DI LT			
123457	DIRANK	McGovern D	DI LT			
7	FF123	Perkin P	FFS			
1234	FF1	Yeti T	HQ			

Instructors Signature: 1 .....

2 .....

3 .....

4 .....

Date: 05 07 2007 14:03 .....

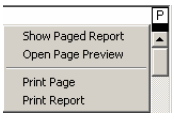
For Establishment Section use only:

Computer up-dated .....

Signed .....

This form must be submitted to the Brigade Training Officer within seven days of completion of the course together with any relevant forms.
It must be submitted even in the event of a cancellation.

You can also 'Print' the document by Clicking on the 'P' in the top right hand corner

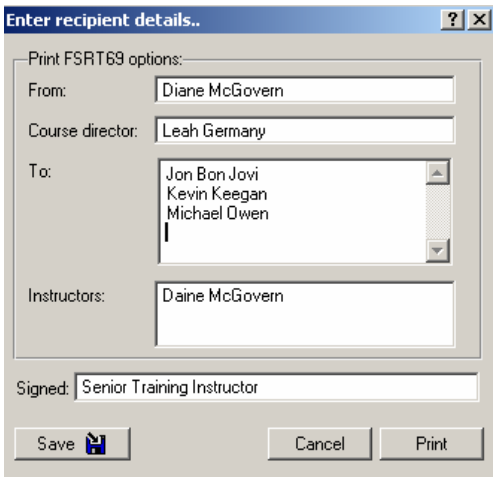


Current Status Button

Use this option from the Training Planner to print an overview of the course.

- Click onto the Current Status button

An 'Enter Recipient Details window will open



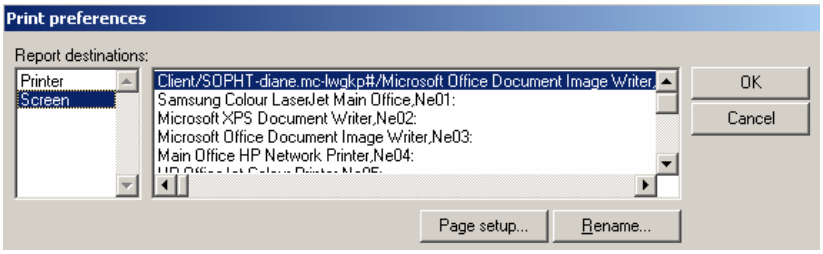
From:
Course Director:
To:
Instructor:
Signed:

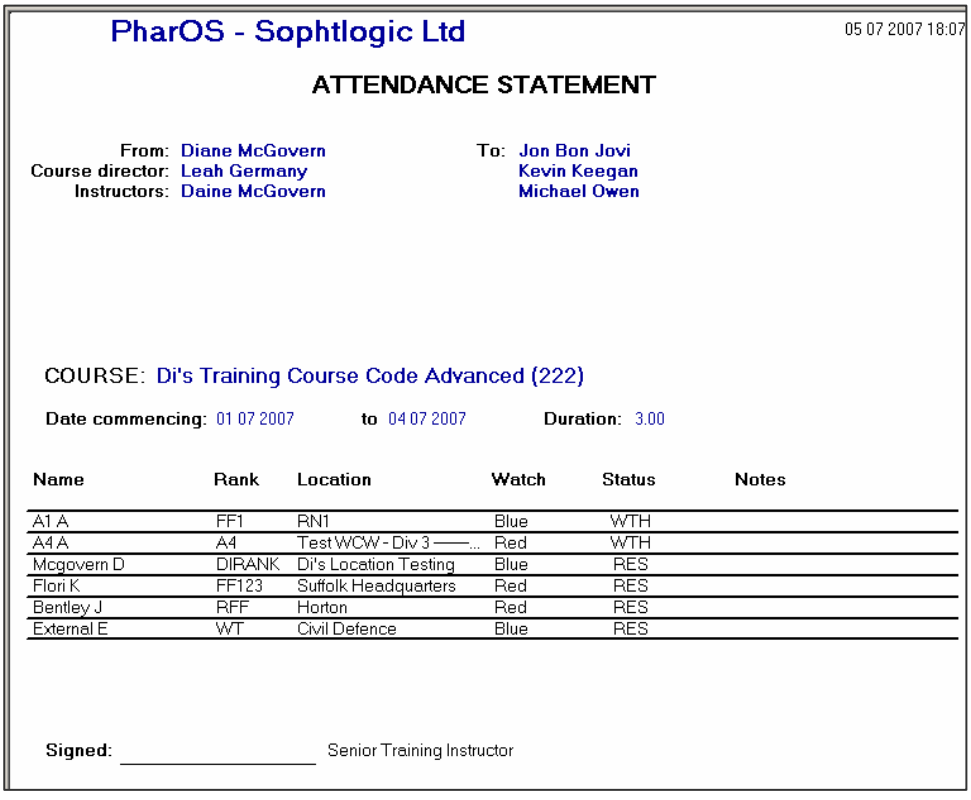
- Click onto the 'Print' button

A Print Preference window will open

Under Report Destinations

- Click onto 'Screen' it will give you a print preview
- Click onto 'Print' and select the Printer you want to use
- Click onto the OK button





PharOS - Sophtlogic Ltd 05 07 2007 18:07

ATTENDANCE STATEMENT

From: Diane McGovern
Course director: Leah Germany
Instructors: Daine McGovern

To: Jon Bon Jovi
Kevin Keegan
Michael Owen

COURSE: Di's Training Course Code Advanced (222)

Date commencing: 01 07 2007 to 04 07 2007 Duration: 3.00

Name	Rank	Location	Watch	Status	Notes
A1 A	FF1	RN1	Blue	WTH	
A4 A	A4	Test WCW - Div 3 —— ...	Red	WTH	
Mcgovern D	DIRANK	Di's Location Testing	Blue	RES	
Flori K	FF123	Suffolk Headquarters	Red	RES	
Bentley J	RFF	Horton	Red	RES	
External E	WT	Civil Defence	Blue	RES	

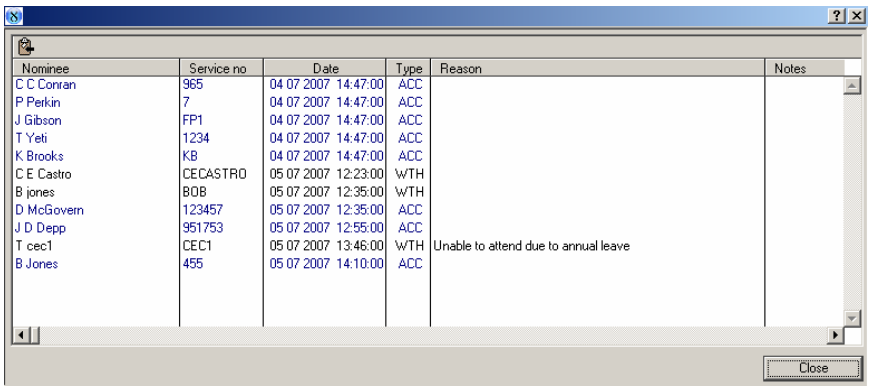
Signed: _____ Senior Training Instructor

A Preview of the 'Attendance Statement' will appear – as shown -

View Button

- Click onto the View button

The View window will appear



Nominee	Service no	Date	Type	Reason	Notes
C C Conran	965	04 07 2007 14:47:00	ACC		
P Perkin	7	04 07 2007 14:47:00	ACC		
J Gibson	FP1	04 07 2007 14:47:00	ACC		
T Yeti	1234	04 07 2007 14:47:00	ACC		
K Brooks	KB	04 07 2007 14:47:00	ACC		
C E Castro	CECASTRO	05 07 2007 12:23:00	WTH		
B jones	BOB	05 07 2007 12:35:00	WTH		
D McGovern	123457	05 07 2007 12:35:00	ACC		
J D Depp	951753	05 07 2007 12:55:00	ACC		
T cec1	CEC1	05 07 2007 13:46:00	WTH	Unable to attend due to annual leave	
B Jones	455	05 07 2007 14:10:00	ACC		

You will be able to View all the candidates that Nominated / Accepted / Withdrawn from the course and their Reason

Delete Button

Deletes the currently selected course. This is only possible before personnel have been nominated. Once there are records attached to the training course it will not be possible to delete. In this case the course can be Cancelled.

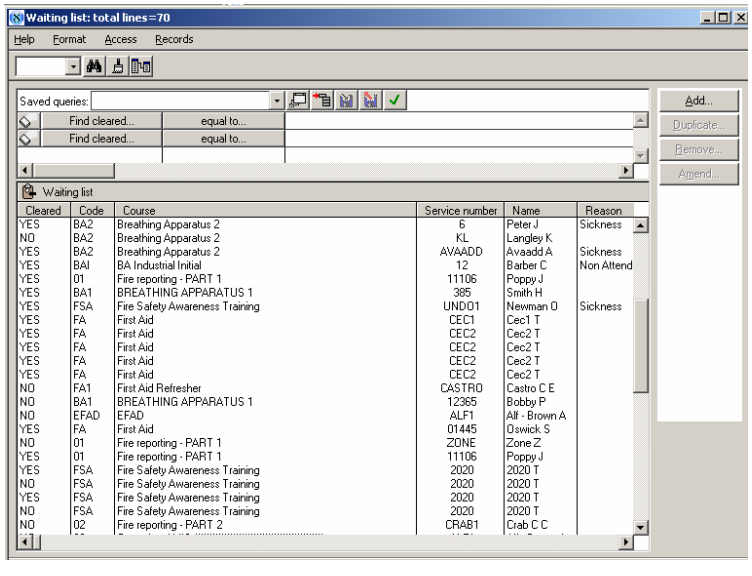
Waiting List Button

- Click onto the Waiting List button

The Waiting List window will open, but it will be blank. To view the courses / candidates waiting

- Click onto the Green Tick

As you can see all the courses that have Candidates waiting to go onto that pacific course will be listed in here.



Waiting list: total lines=70

Help Format Access Records

Saved queries:

Find cleared... equal to...

Find cleared... equal to...

Add... Duplicate... Remove... Amend...

Waiting list

Cleared	Code	Course	Service number	Name	Reason
YES	BA2	Breathing Apparatus 2	6	Peter J	Sickness
NO	BA2	Breathing Apparatus 2	KL	Langley K	
YES	BA2	Breathing Apparatus 2	AVAADD	Avaadd A	Sickness
YES	BAI	BA Industrial Initial	12	Barber C	Non Attend
YES	01	Fire reporting - PART 1	11106	Poppy J	
YES	BA1	BREATHING APPARATUS 1	385	Smith H	
YES	FSA	Fire Safety Awareness Training	UND01	Newman O	Sickness
YES	FA	First Aid	CEC1	Cec1 T	
YES	FA	First Aid	CEC2	Cec2 T	
YES	FA	First Aid	CEC2	Cec2 T	
YES	FA	First Aid	CEC2	Cec2 T	
YES	FA	First Aid	CEC2	Cec2 T	
NO	FA1	First Aid Refresher	CASTRO	Castro C E	
NO	BA1	BREATHING APPARATUS 1	12365	Bobby P	
NO	EFAD	EFAD	ALF1	Alf - Brown A	
YES	FA	First Aid	01445	Oswick S	
NO	01	Fire reporting - PART 1	ZONE	Zone Z	
YES	01	Fire reporting - PART 1	11106	Poppy J	
YES	FSA	Fire Safety Awareness Training	2020	2020 T	
NO	FSA	Fire Safety Awareness Training	2020	2020 T	
YES	FSA	Fire Safety Awareness Training	2020	2020 T	
NO	FSA	Fire Safety Awareness Training	2020	2020 T	
NO	02	Fire reporting - PART 2	CRAB1	Crab C C	

Example Joining Instructions:

This form is basically a confirmation form that you have been Nominated to a course. The Training Department will email/send this form to the candidate to make them aware that they are on the course.

The bottom of this form needs to be Signed and returned to the Divisional Commander / Section Head to where they will forward this information on to the Training Department.

Training Section
Course Joining Instructions

Student Details: **FF1 487** **Mainwearing F** **SRT**

Course Title: **Fire reporting - PART 1**

Date start: **01 11 2006** Date finish: **03 11 2006**

You have been nominated to attend the above course. Details are as follows:

Venue: **AAA**

Instruction times: **18:00 - 19:00**

Dress:

Take:

Transport:

Meals:

Additional Remarks:

This section is to be returned to your Divisional Commander/ Section Head on Receipt

Student's Name: Mainwearing, F **Rank:** FF1

No: 487 **Station:** SRT **Watch:** White Whole Time Shift

I have to inform you that I have received joining instructions for the following course:

Course title: Fire reporting - PART 1 **Course date:** 01 11 2006

Signature: _____ **Date:** _____

Result

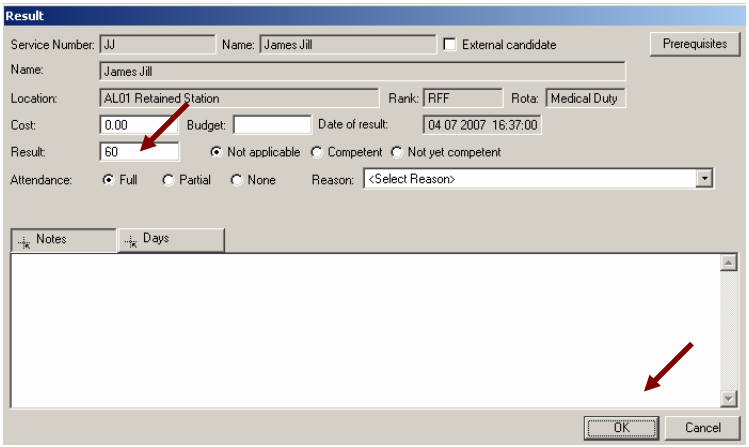
A result cannot be entered until the date of the course or after.

In order to be able to enter a Result, a Pass Mark must be setup against the course instance. By entering a result the system will determine whether the person has passed or failed the course. One of two messages will appear:

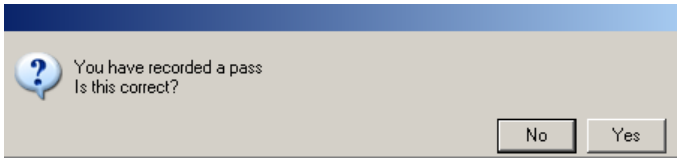
The Results window will open

Here you can add the Pass/Fail Result

If the candidate was competent or not

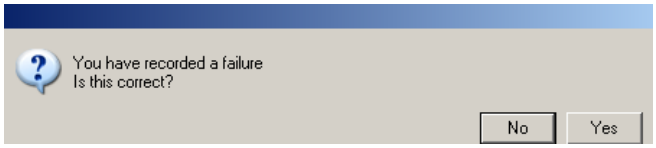


- Click onto the OK button



A dialog box will appear asking if the Pass / Fail correct

- If correct - Click onto the Yes button
- If in-correct – Click onto the No button



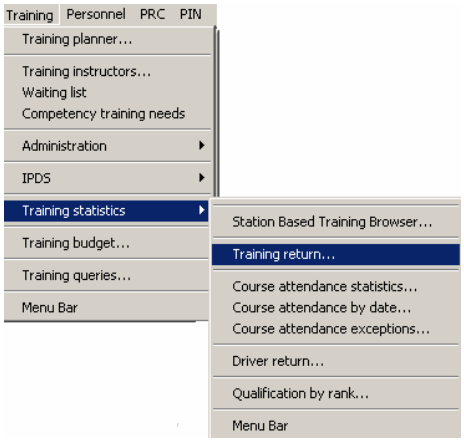
Training Statistics

A primary feature of the Training system is the ability to interrogate Training Data and perform Internal Statistical Analysis as required. The Training System incorporates sophisticated predefined reports, it is these reports, which provide the mechanism for analysing an array of training related information. Although predefined, these reports are flexible enough to enable the user to set conditions or enter search criteria enabling the creation of user defined reports.

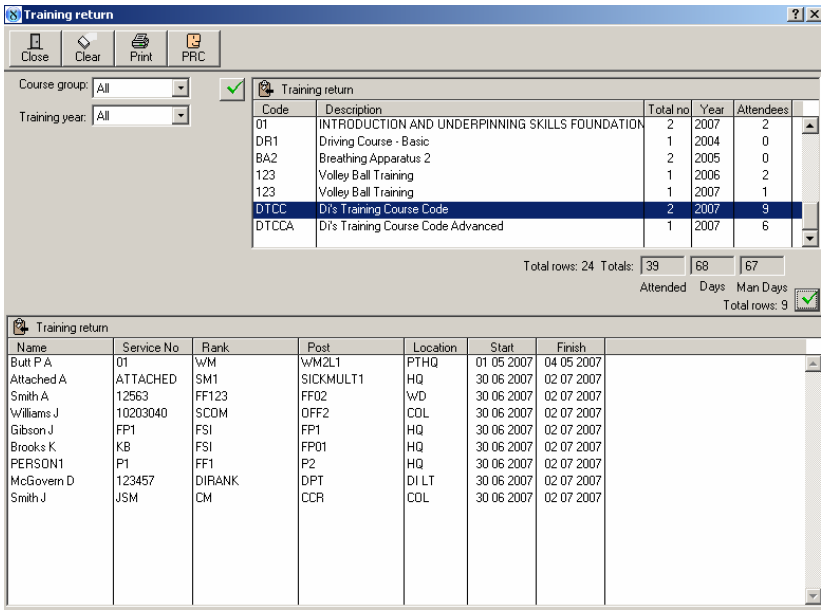
Training Returns

The Training Return window provides the facility to analyse course attendance by course group, by identifying all candidates who attended the selected course.

- Click onto Training
- Click onto Training Statistics
- Click onto Training Returns



The Training Returns window will appear


Training return
Close
Clear
Print
PRC
Course group: All
Training year: All
Training return
Code
Description
Total no
Year
Attendees
01 INTRODUCTION AND UNDERPINNING SKILLS FOUNDATION 2 2007 2
DR1 Driving Course - Basic 1 2004 0
BA2 Breathing Apparatus 2 2 2005 0
123 Volley Ball Training 1 2006 2
123 Volley Ball Training 1 2007 1
DTCC Di's Training Course Code 2 2007 9
DTCCA Di's Training Course Code Advanced 1 2007 6
Total rows: 24 Totals: 39 68 67
Attended Days Man Days
Total rows: 9
Training return
Name
Service No
Rank
Post
Location
Start
Finish
Butt P A 01 WM WM2L1 PTHQ 01 05 2007 04 05 2007
Attached A ATTACHED SM1 SICKMULT1 HQ 30 06 2007 02 07 2007
Smith A 12563 FF123 FF02 WD 30 06 2007 02 07 2007
Williams J 10203040 SCOM OFF2 COL 30 06 2007 02 07 2007
Gibson J FP1 FSI FP1 HQ 30 06 2007 02 07 2007
Brooks K KB FSI FP01 HQ 30 06 2007 02 07 2007
PERSON1 P1 FF1 P2 HQ 30 06 2007 02 07 2007
McGovern D 123457 DIRANK DPT DI LT 30 06 2007 02 07 2007
Smith J JSM CM CCR COL 30 06 2007 02 07 2007

- Select a Course Code
- Press the Green Tick

This gives you an overall breakdown of attendance by Course Code

Click onto the Green Tick in the middle of the window

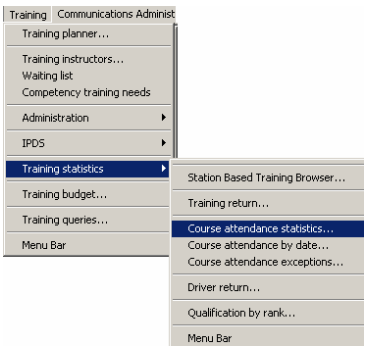
This will give a breakdown in the bottom list of all of the candidates that have a status of RES – i.e. they have a Result against them even if that result is a fail.

If you want to check a candidates PRC

- Click onto the Candidate
- Click onto the Personnel Record Card icon

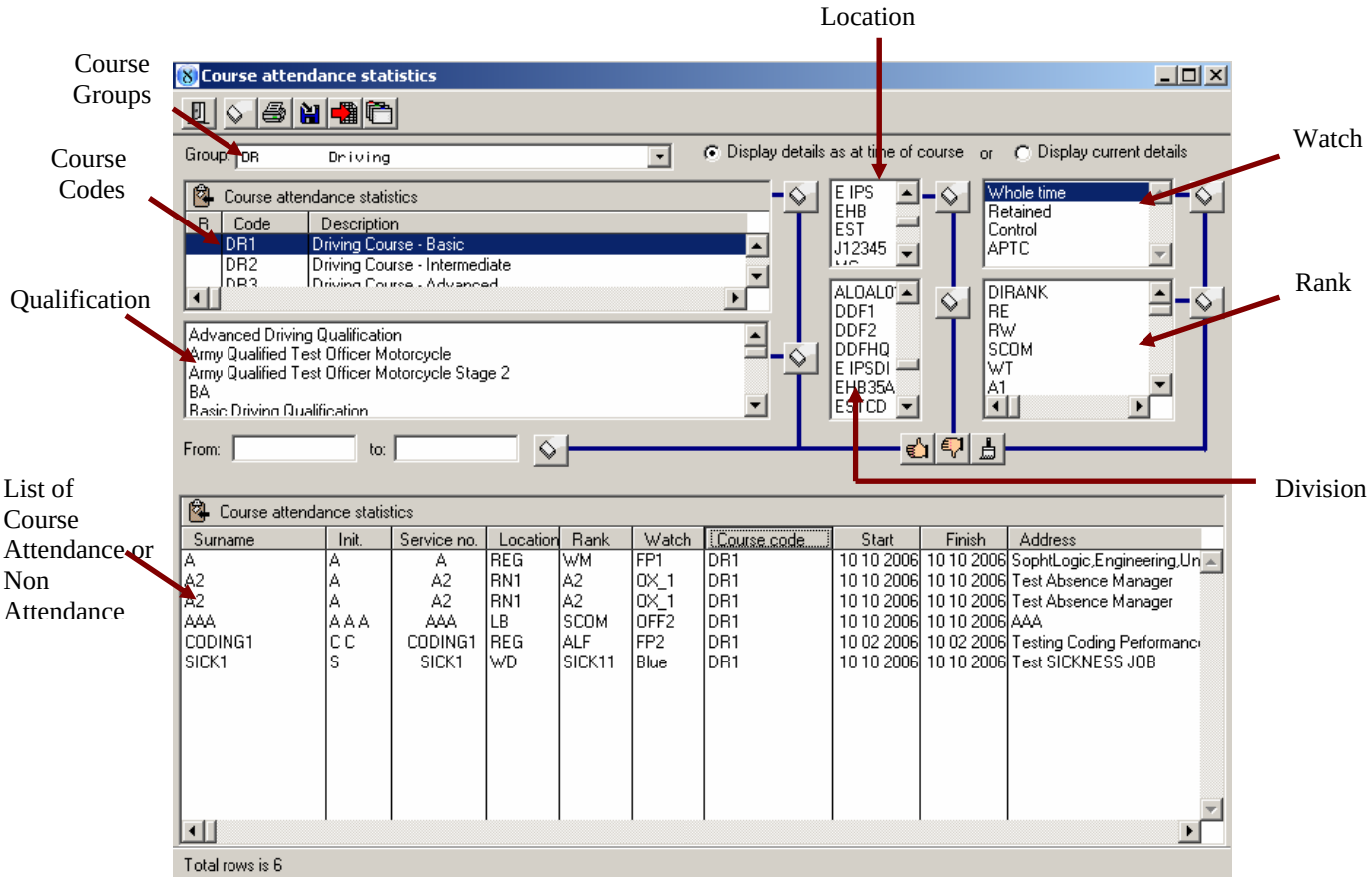
Course Attendance Statistics

The Course Attendance Statistics window provides the facility to analyse course attendance by Course Group, Course, Division, Location, Watch, Rank and Qualification identifying all candidates who attended or didn't attend the selected course for any given date range.



- Click onto Training
- Click onto Training Statistics
- Click onto Course attendance Statistics

The facility also exists to return details of candidates either current or at the time of the course by selecting the appropriate radio button.



It is not necessary to include search criteria from all of the options. To clear a selected value

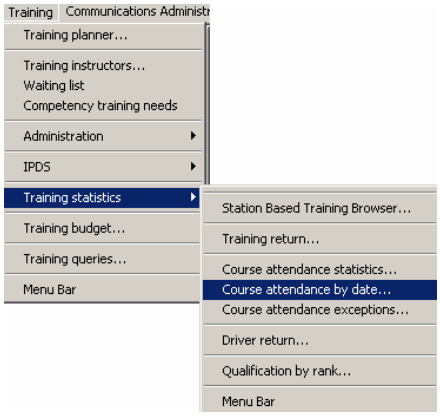
- Click onto the Eraser button

More than one line from each of the options can be selected from each of the lists by using the mouse to drag across the values – or use control/shift & click.

- Thumbs up to find people who meet the criteria
- Thumbs down to find people who do not match.
- The paintbrush icon will return all personnel.

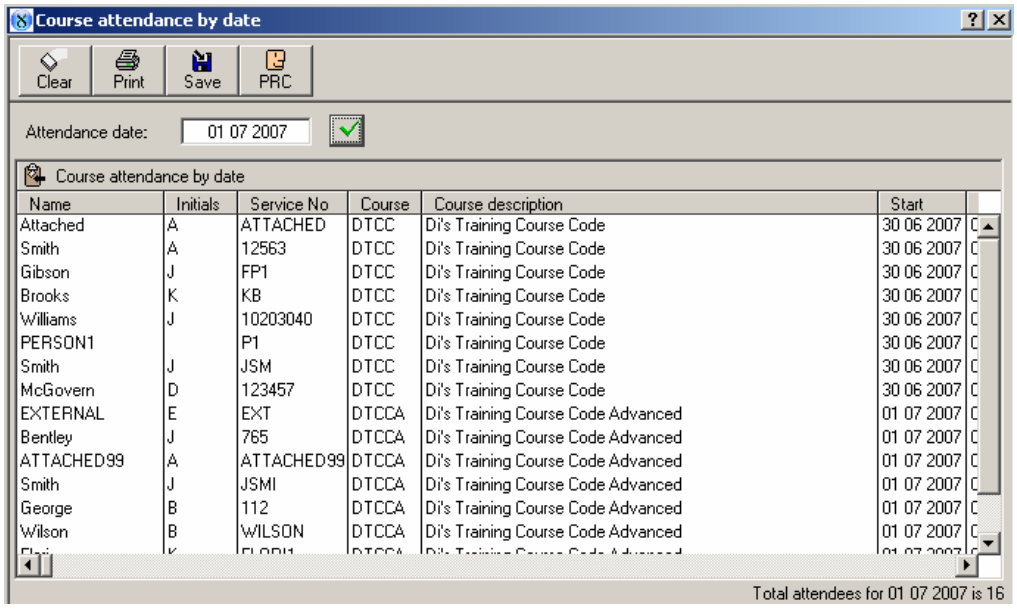
Course Attendance by Date

Allows you to find all courses running on a particular date.



- Click onto Training
- Click onto Training Statistics
- Click onto Course attendance Statistics

This Course Attendance window will appear


Course attendance by date
Clear
Print
Save
PRC
Attendance date:
01 07 2007
Course attendance by date
Name | Initials | Service No | Course | Course description | Start
Attached | A | ATTACHED | DTCC | Di's Training Course Code | 30 06 2007
Smith | A | 12563 | DTCC | Di's Training Course Code | 30 06 2007
Gibson | J | FP1 | DTCC | Di's Training Course Code | 30 06 2007
Brooks | K | KB | DTCC | Di's Training Course Code | 30 06 2007
Williams | J | 10203040 | DTCC | Di's Training Course Code | 30 06 2007
PERSON1 | | P1 | DTCC | Di's Training Course Code | 30 06 2007
Smith | J | JSM | DTCC | Di's Training Course Code | 30 06 2007
McGovern | D | 123457 | DTCC | Di's Training Course Code | 30 06 2007
EXTERNAL | E | EXT | DTCCA | Di's Training Course Code Advanced | 01 07 2007
Bentley | J | 765 | DTCCA | Di's Training Course Code Advanced | 01 07 2007
ATTACHED99 | A | ATTACHED99 | DTCCA | Di's Training Course Code Advanced | 01 07 2007
Smith | J | JSMI | DTCCA | Di's Training Course Code Advanced | 01 07 2007
George | B | 112 | DTCCA | Di's Training Course Code Advanced | 01 07 2007
Wilson | B | WILSON | DTCCA | Di's Training Course Code Advanced | 01 07 2007
Total attendees for 01 07 2007 is 16

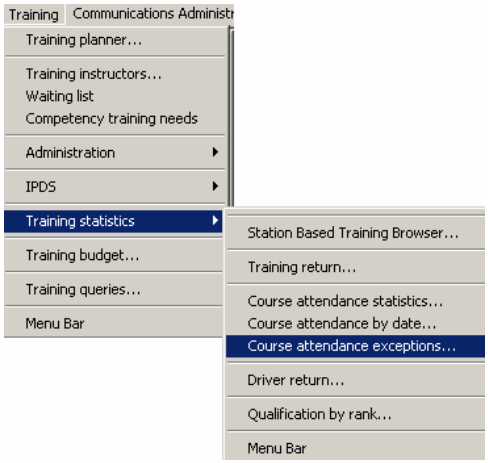
- Enter a date in the date range
- Click onto the Green Tick

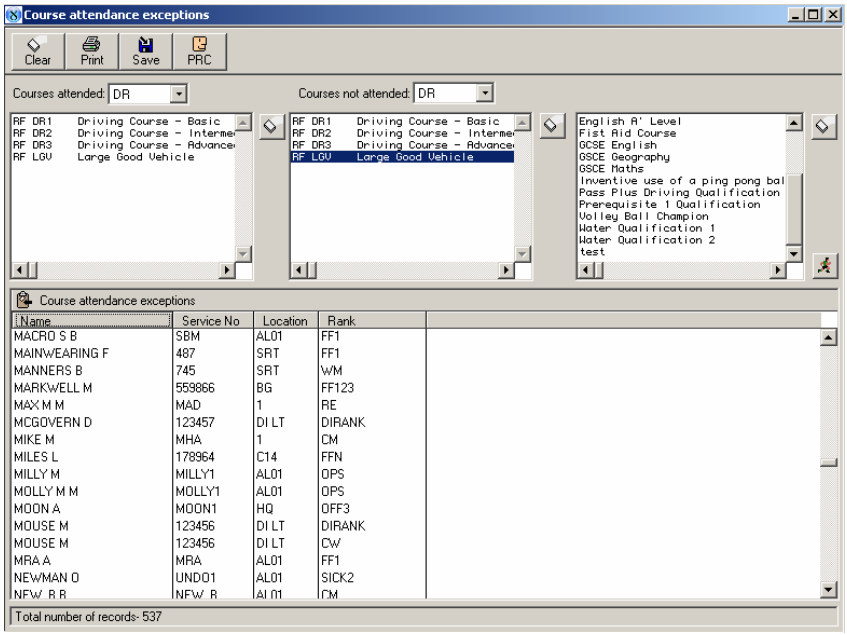
All Candidates that attended courses on that day will appear in the window – as shown -

Course Attendance Exceptions

This window allows you to establish who have attended certain courses, but not other courses, and have certain qualifications.

- Click onto Training
- Click onto Training Statistics
- Click onto Course attendance Exceptions





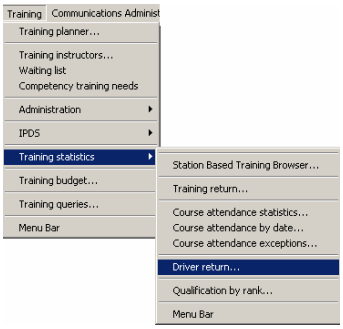
- In the first box select the courses which must have been completed (i.e. have a result).
- In the second box choose courses that which must not have been completed.
- In the final box select the qualification that the persons must have.

This might be useful to find Qualified First-Aiders who have done the initial course but not need to take an advanced course.

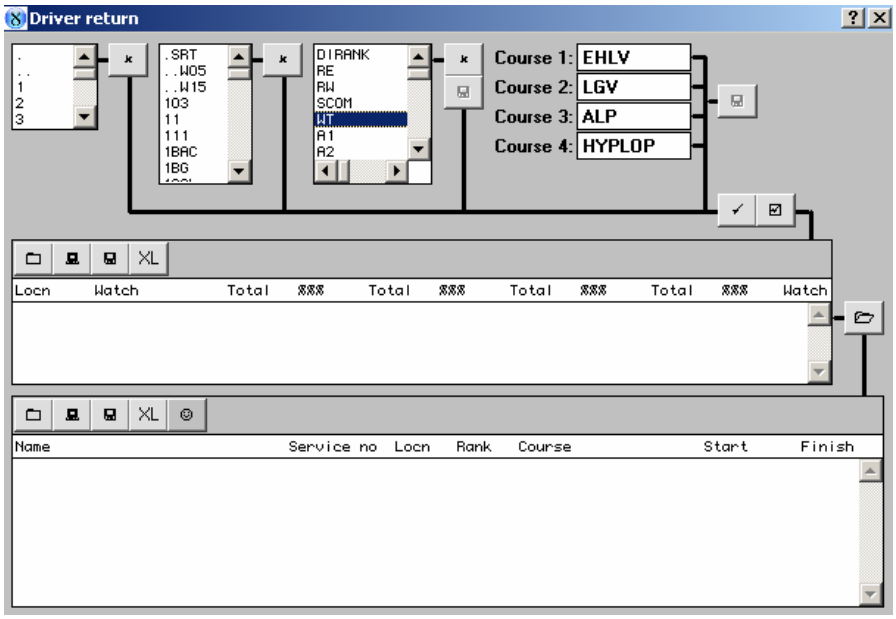
Driver Return

The Driver Return window provides the facility to analyse Driver course attendance by Division, Location Rank and Course. This report has been hard coded to only look at Four Course Types as displayed.

- Click onto Training
- Click onto Training Statistics
- Click onto Driver Returns



The Drivers Return window will appear



Select the Division of the personnel attached that attended the EHLV, ALP, LGV and HYPLOP courses.

NOTE: The Courses must have the corresponding codes.

Location and rank refer to the person's location and rank at the time of when the course was running.

The report will list the locations and watches. The Total column displays the number of people that attended the EHLV, ALP, LGV and HYPLOP courses. The Total columns do not have the name of the courses listed; the totals are displayed as follows:

Total Column 1 displays the total number of persons that attended the EHLV course.
Total Column 2 displays the total number of persons that attended the ALP course.
Total Column 3 displays the total number of persons that attended the LGV course.
Total Column 4 displays the total number of persons that attended the HYPLOP.

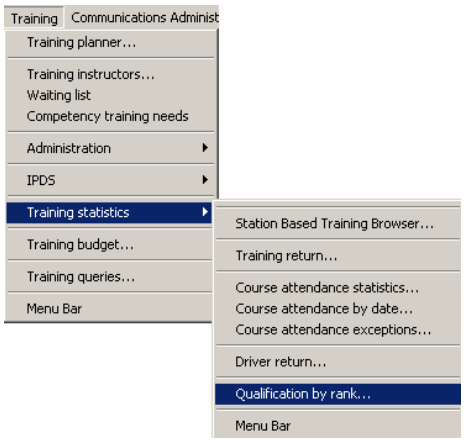
The % Column displays the percentage of the personnel that attended the courses that are attached to the Watch (the total number of persons on the watch is depicted in the Watch Column) selected e.g. 8 people on Red watch 1 person attended the ALP course the % column would display 13 (1x100/8 = 12.5 the system rounds up).

To view the personnel that attended the courses, highlight Location and Watch and click on the Open folder icon.

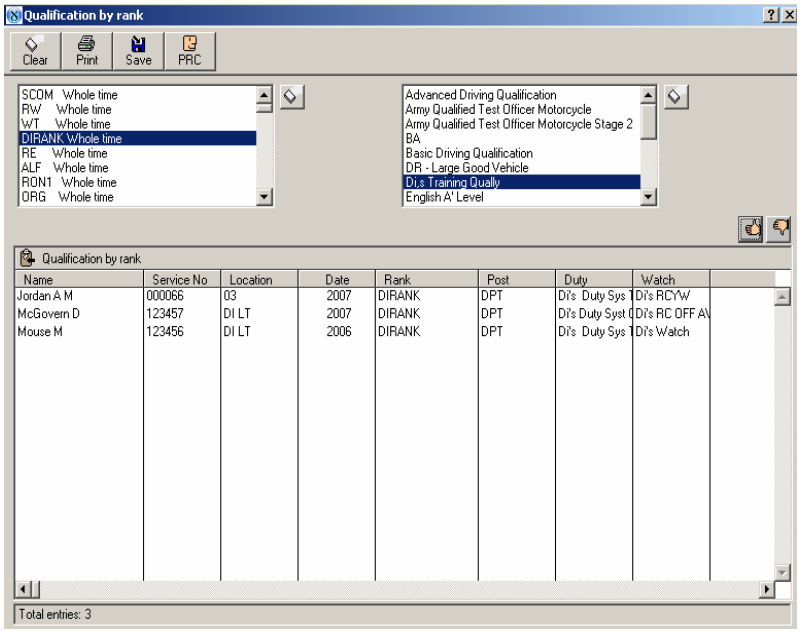
Qualification by Rank

The Qualifications by Rank window provides the facility to analyse Qualifications by Rank and identify the individual's with or without those Qualifications.

- Click onto Training
- Click onto Training Statistics
- Click onto Qualification By Rank



The Qualification by Rank window will appear



- Select a Rank
- Select a Qualification.

- Click on the Thumbs up button

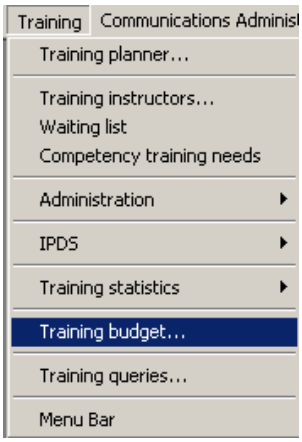
This will return all individuals of the rank selected **with** the qualification specified

- Click on the Thumbs down button

This will return all individuals of the rank selected **Without** the qualification specified.

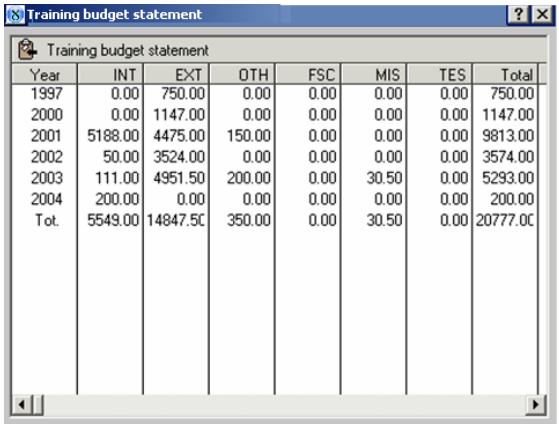
Training Budget

The Training Budget window provides the facility to analyse Training Budgets by course group and training year.



- Click onto Training
- Click onto Training Budget

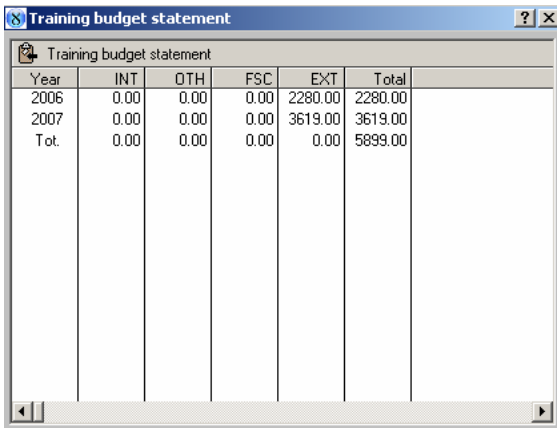
The Training Budget Statement window will appear



This will show you how much has been spent for each year on Internal (INT), External (EXT) etc Training

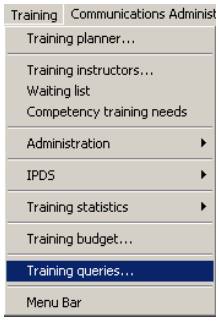
It also shows you an overall cost

- Click onto the '**X**' in the top left corner to close the window


Training budget statement
Training budget statement
Year INT OTH FSC EXT Total
2006 0.00 0.00 0.00 2280.00 2280.00
2007 0.00 0.00 0.00 3619.00 3619.00
Tot. 0.00 0.00 0.00 0.00 5899.00

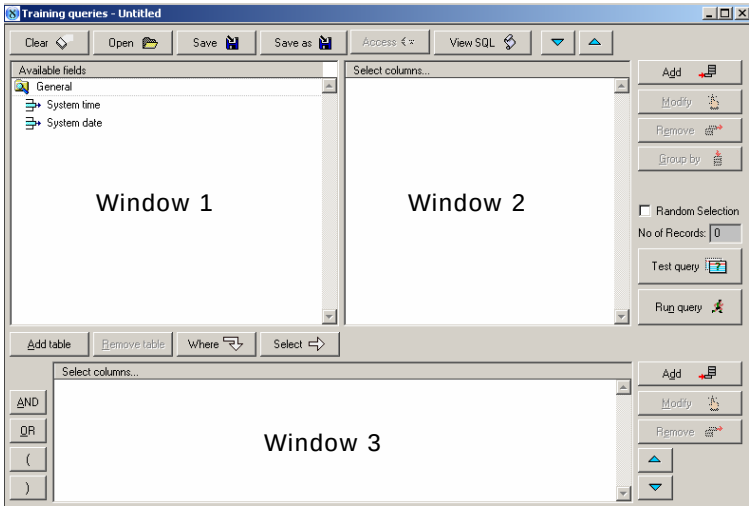
Training Queries

This option allows the user to build user defined reports. This is a very powerful tool, but requires an understanding of how the database is made up.



- Click onto Training
- Click onto Training Queries

The Training Queries will appear



As you can see you have three windows

The first window - gives you the available Tables and Fields

The second window – are the selected fields that you want the information to show in your report

The third window – if you want to define your query

Before we go any further, let's see what the icons do in the toolbar

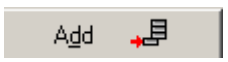
The Clear icon will remove all text that has been entered into all of the windows

The Open Icon will open the Libraries where your queries will be saved

The Save icon will save your query

The Save As icon will allow you to Save your query under a new name

The Arrow icons allow you to move the fields



The Add icon at the top, allows you to add another Column – at the bottom, allows you to add a field

The Modify icon at the top, allows you to make changes to the columns – at the bottom, allows you to modify the query

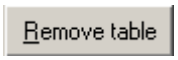
The Remove icon at the top, allows you to remove the fields – at the bottom, allows you to remove the line of the query

The Group by icon allows you to add another column

The Test Query icon allows you to test if there is any data behind the query

The Run Query icon allows you to Run the query

The Add Table button allows you to add another Field folder to Available Fields



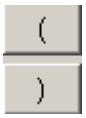
The Remove Table button allows you to Remove the Field folder from Available Fields

The Where button allows you to select the fields you want to break down your query

The Select button moves the chosen field and move it from the left window to the right

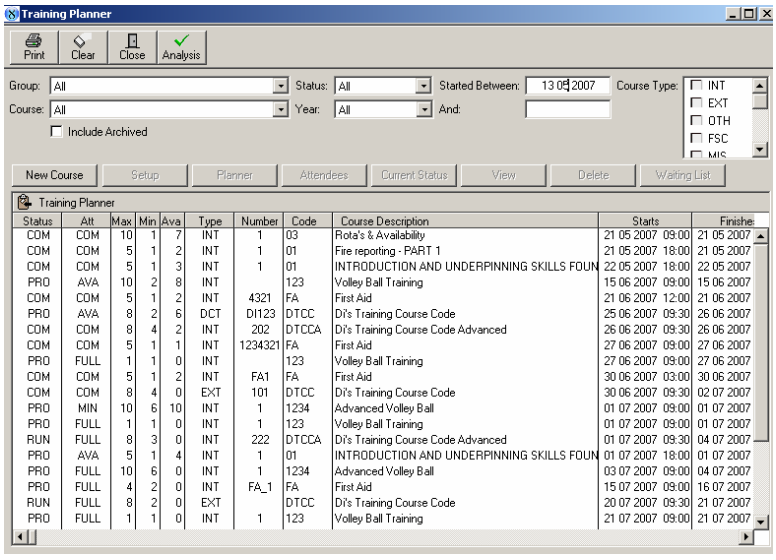
The AND button tells your query that you want data back for X and Y and Z

The OR button tells your query that you want data back for X or Y



The Brackets buttons allows you to break down a query more

When you are creating a query its good to write down what it is you want the system to search for and bring back to you


Training Planner
Print
Clear
Close
Analysis
Group: All
Status: All
Started Between: 13 05 2007
Course Type:
INT
EXT
OTH
FSC
Course: All
Year: All
And:
Include Archived
New Course
Setup
Planner
Attendees
Current Status
View
Delete
Waiting List
Training Planner
Status Att Max Min Ava Type Number Code Course Description Starts Finishe
COM COM 10 1 7 INT 1 03 Rota's & Availability 21 05 2007 09:00 21 05 2007
COM COM 5 1 2 INT 1 01 Fire reporting - PART 1 21 05 2007 18:00 21 05 2007
COM COM 5 1 3 INT 1 01 INTRODUCTION AND UNDERPINNING SKILLS FOUN 22 05 2007 18:00 22 05 2007
PRO AVA 10 2 8 INT 123 Volley Ball Training 15 06 2007 09:00 15 06 2007
COM COM 5 1 2 INT 4321 FA First Aid 21 06 2007 12:00 21 06 2007
PRO AVA 8 2 6 DCT DI123 DTCC Di's Training Course Code 25 06 2007 09:30 26 06 2007
COM COM 8 4 2 INT 202 DTCCA Di's Training Course Code Advanced 26 06 2007 09:30 26 06 2007
COM COM 5 1 1 INT 1234321 FA First Aid 27 06 2007 09:00 27 06 2007
PRO FULL 1 1 0 INT 123 Volley Ball Training 27 06 2007 09:00 27 06 2007
COM COM 5 1 2 INT FA1 FA First Aid 30 06 2007 03:00 30 06 2007
COM COM 8 4 0 EXT 101 DTCC Di's Training Course Code 30 06 2007 09:30 02 07 2007
PRO MIN 10 6 10 INT 1 1234 Advanced Volley Ball 01 07 2007 09:00 01 07 2007
PRO FULL 1 1 0 INT 1 123 Volley Ball Training 01 07 2007 09:00 01 07 2007
RUN FULL 8 3 0 INT 222 DTCCA Di's Training Course Code Advanced 01 07 2007 09:30 04 07 2007
PRO AVA 5 1 4 INT 1 01 INTRODUCTION AND UNDERPINNING SKILLS FOUN 01 07 2007 18:00 01 07 2007
PRO FULL 10 6 0 INT 1 1234 Advanced Volley Ball 03 07 2007 09:00 04 07 2007
PRO FULL 4 2 0 INT FA_1 FA First Aid 15 07 2007 09:00 16 07 2007
RUN FULL 8 2 0 EXT DTCC Di's Training Course Code 20 07 2007 09:30 21 07 2007
PRO FULL 1 1 0 INT 1 123 Volley Ball Training 21 07 2007 09:00 21 07 2007

Use the Training Planner for codes, descriptions etc

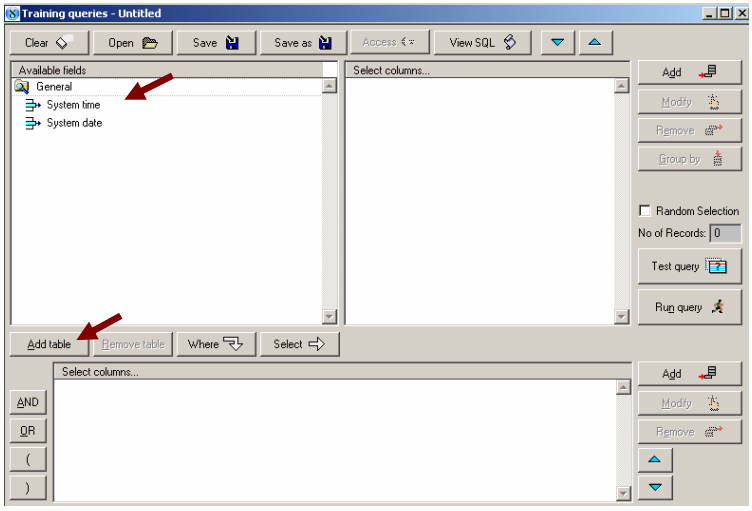
Let's go back to the Training Queries window

First you need to work out what data you want the query to find you

First we need to enter our tables into the Available Fields window

In the 'Training Queries' window you will see the option of 'General' in the left hand Available fields window (1) with two sub options of

System Time -
System Date -



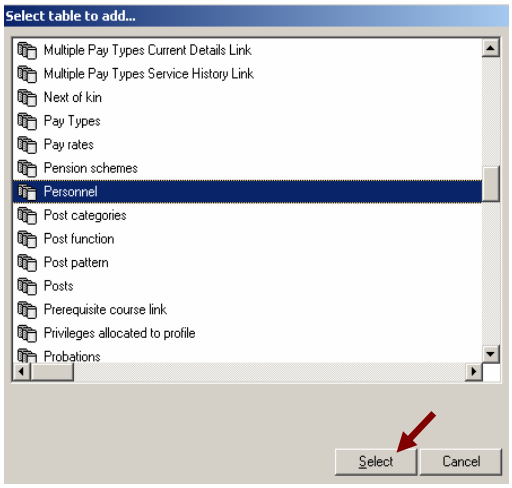
These are defaults

To bring up more fields – this is so we can define our query -

- Highlight the option of 'General'
- Click onto the Add Table button at the bottom of window 1

This will open up the 'Available Fields' option window, which is a list of all headings of search criteria available.

Select a heading that you wish search on by highlighting i.e. 'Personnel', 'Skills' etc

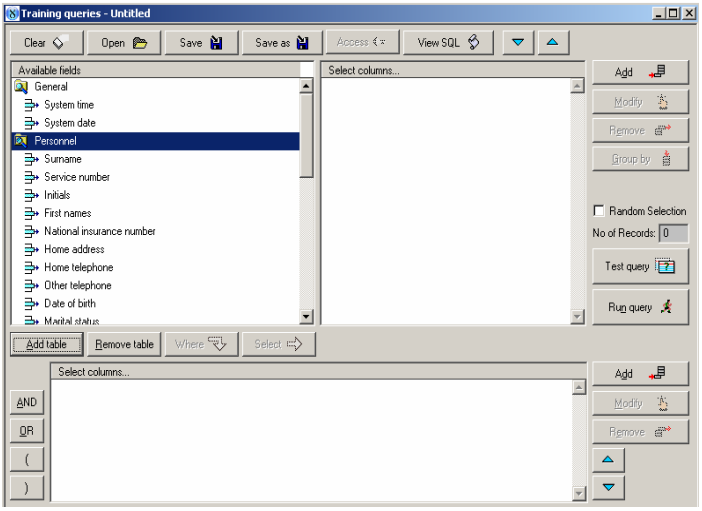


Let's select Personnel

- Scroll down and Click onto Personnel
- Click onto the Select button

If you wish to add more tables in highlight the table you first added in i.e. 'Personnel'

This table will now show up on your main report ‘Available Fields’ window with a choice of sub menu options i.e. ‘Surname, ‘First Name’, ‘Service Number’, ‘Address’ …



As you can see Personnel table and all the fields within that table has appeared in the available Fields window (1).

To add more tables

Repeat the process

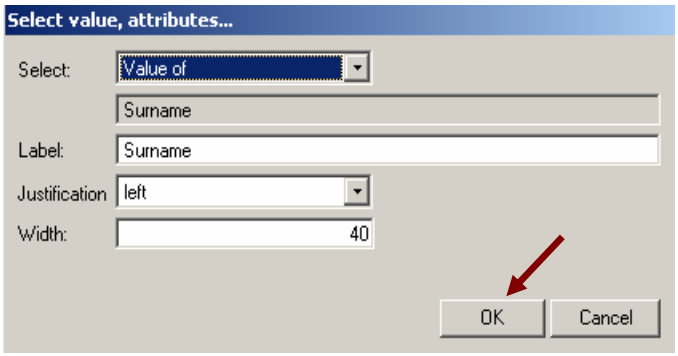
To create the report you first have to select the information that you wish to return in report columns from the left window (1) into the right window (2).

This is done by highlighting i.e. File Number, and double clicking the sub menu options on left

Or

- Highlighting i.e. ‘Surname’
- Click onto the ‘Select’ button

The Select Value, Attributes window will appear



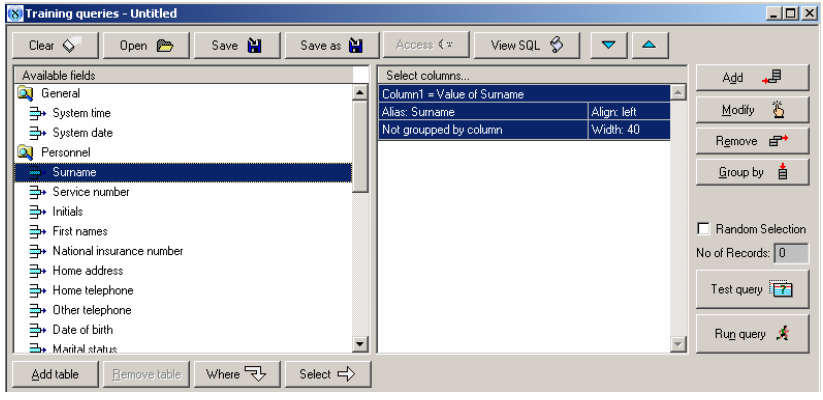
This will open up the ‘Select Value Attributes’ window where it allows you to change the character length which determines the width of column in report, then Ok this window.

As you can see the Surname has appeared in the window (2) on the right

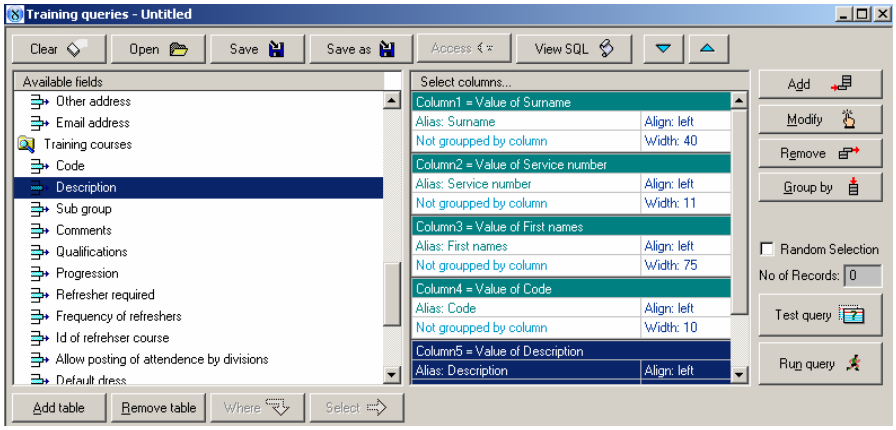
To add more Columns to the report

Repeat the process

Once you have selected all of you



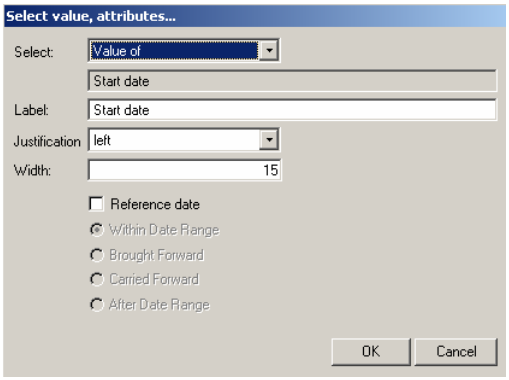
field it should look something like the example below



The selected field will now show in right window (2), (selected columns window)

Repeat this until you have entered in all headings for columns that you wish to be displayed in report.

If you enter a Date criteria to your query the Select Value, Attributes window will be a little different – as shown



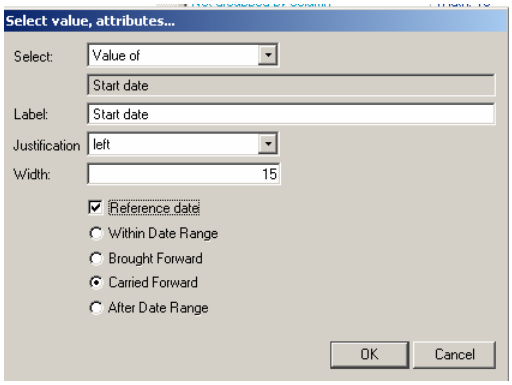
This dialog box gives you the option to choose a different date reference

The Default is 'Within Date Range'

If you do wish to change this

- Click onto the Reference Date box

This will activate the options



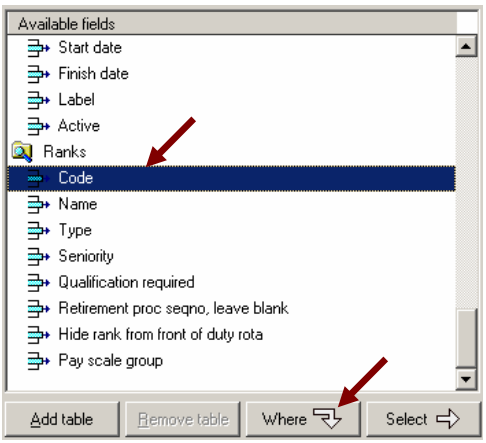
- Select one of the options

To grey out the other options

- Take the tick out of the Reference Date box
- Click onto the OK button

Now you need to enter search conditions to run the report and limit extent of data returned

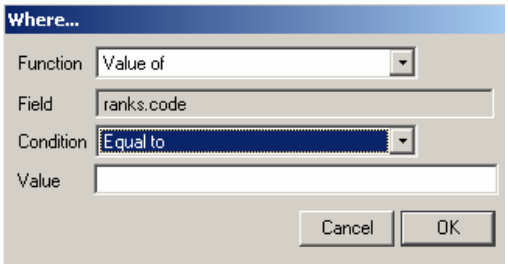
I.e. you want to know All Fire Fighters in the Suffolk area who has taken the BA course between 1st January 06 to 1st January 08.



To do this you need to highlight 'Code' in the Available Fields window (1) under the heading of 'Ranks'

- Click on the 'Where' button

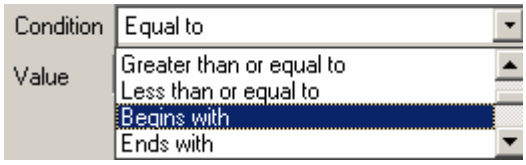
This will open the value 'Where' window



The condition is always defaulted to Equals to

To change this

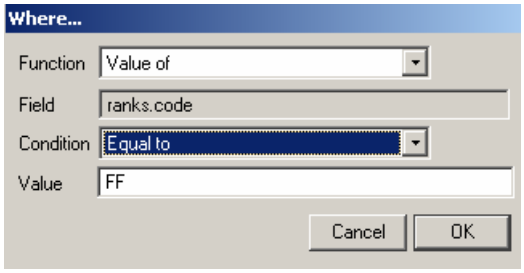
- Click onto the Condition arrow
- Select i.e. 'Begins with'



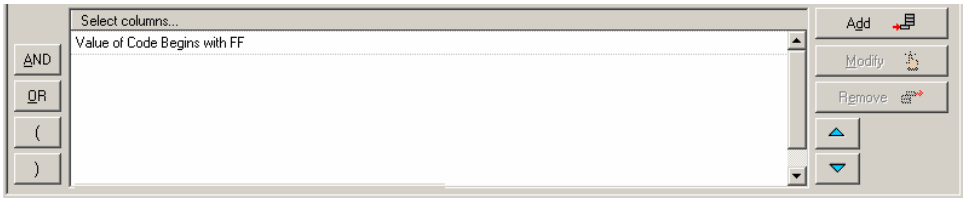
- Enter a 'Value'

Example: all file numbers beginning with 'FF', once you have entered in this information

- Click onto the 'OK' button



This value will now show in the bottom window of the Fire Safety Queries window.



To add in another Query line

When using the OR / AND buttons you need to ask yourself what the question your trying to ask is…

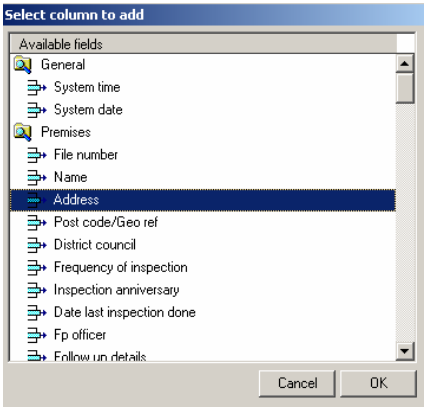
The OR button gives you an option i.e.

All Fire Fighters who took the BA course in Suffolk **OR** Norfolk

The AND button gives does not give you an option it wants both locations i.e.

All Fire Fighters who took the BA course in Suffolk **AND** in Norfolk

- Click onto either the **AND** / **OR** button



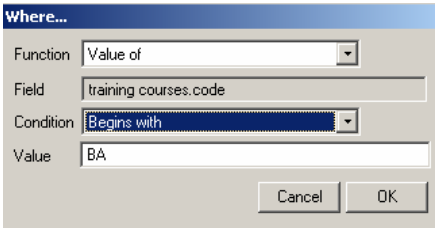
For this example I am using the **AND** button

- Click on the 'ADD' button

- Select another option from 'Available Fields' window

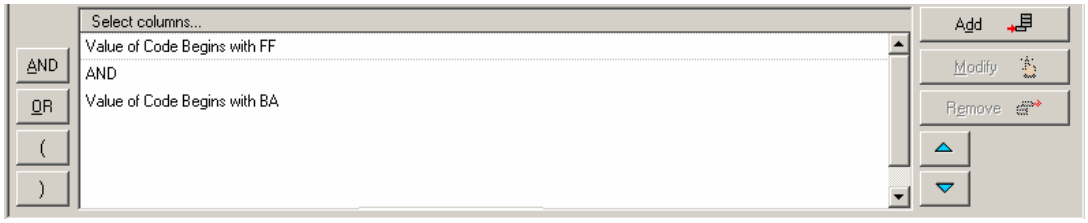
You can either use the Add button or scroll through the list in window 1

Do this by highlighting e.g. 'Code' under 'Training Course' heading



- Click on 'Where' button
- Enter in Condition and Value i.e. 'Begins' e.g. 'BA'.
- Click onto the OK button

When you have added in as many conditions as required you are ready to run your query



Repeat this process until your question is asked

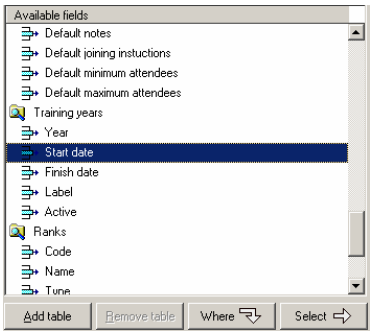
I have added a date range I want my query to search within

If you want to enter a date range

Enter a Date Range

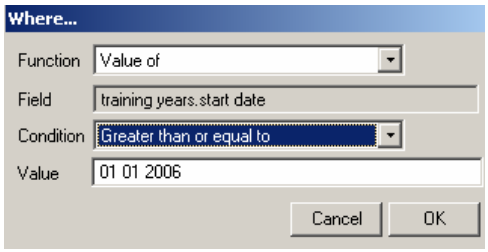
Within my query question I am asking for a date range 1st January 06 to 1st January 08

To do this you need to…



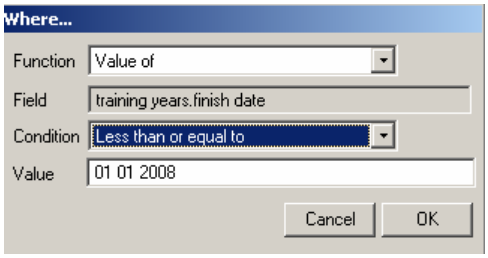
In Available Fields

- Click onto the Start Date
- Click onto the Where button



In the Conditions box you need to

- Choose **'Greater than or equal to'** option
- Click onto the OK button



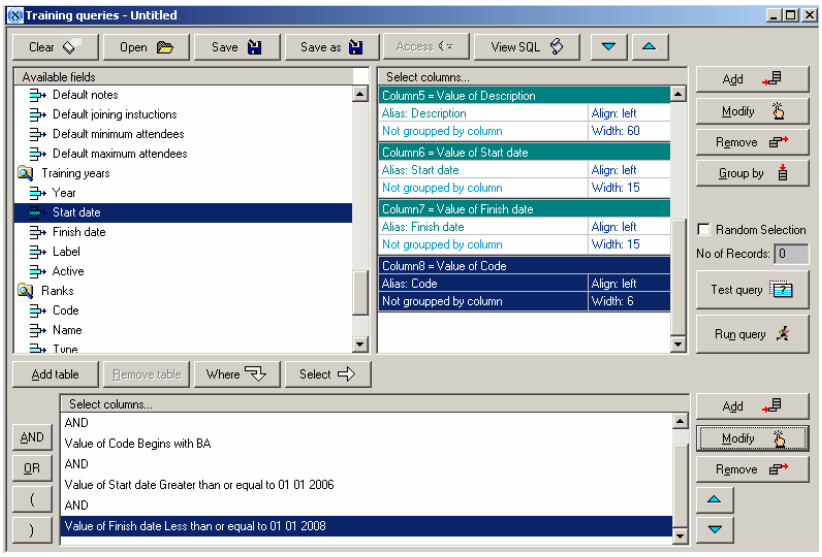
In the Conditions box you need to

- Choose **'Less than or equal to'** option
- Click onto the OK button

The reason for this is that you are asking for data between the two dates

Or you can enter a year date all courses between 2006 and 2007 or all courses in 2007

Once you have finished entering the criteria for your query it should look something like this

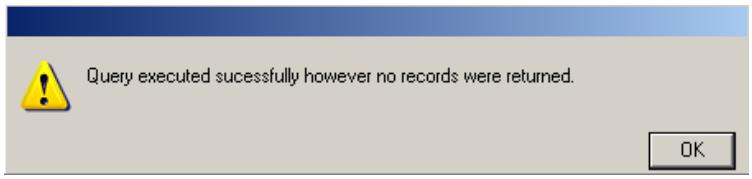


But just encase there is no data behind the query you should **Test** you query first

To do this

- Click on ‘Test Query’ button.

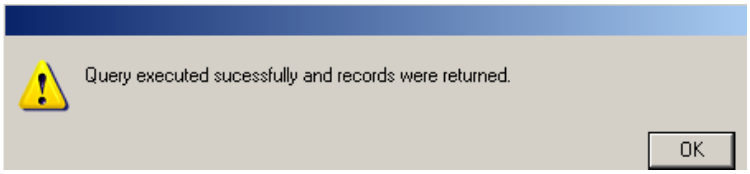
If there are no records to pull back which meet the search criteria entered, a message will appear as follows:



This lets you know not to run query as there is no records returned,

- Click onto the OK button

If a message is shown saying

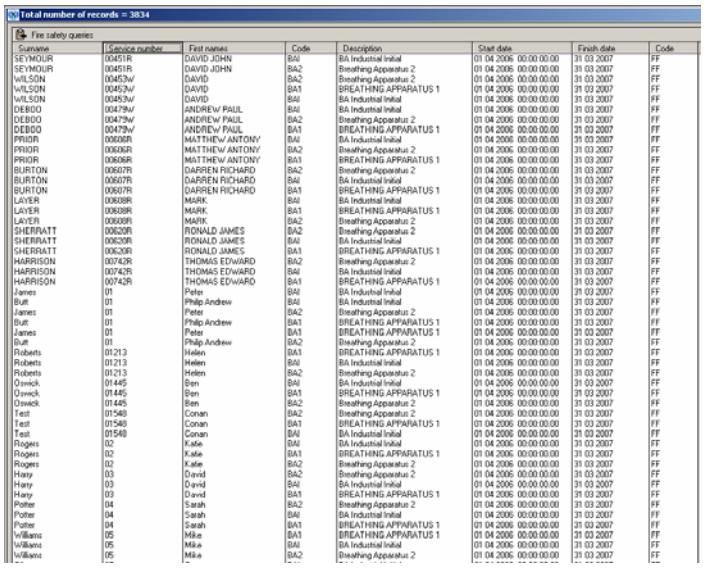


- Click onto the OK button

- Click on ‘Run Query’ button

The system will now search all the records for your query. Depending on the size of the query, this could take a little while…

This will open up your report on query written



As you can see it has brought back 3834 records

The search has also names repeated; the person may have has taken more than one course.

To break this down you may need to define the search a little…

To define the queries repeat the previous pages.

Printing & Exporting Facilities from the Brown Clipboard

The following section describes how to use the standard 'Printing and Exporting' facilities which are incorporated in the majority of windows e.g. 'Fire Safety Queries Window'.

The standard printing and export facilities, represented by the 'Brown clipboard' button include the following facilities:

Modify column layout
Print report
Send to MS Excel
MS Excel formatting options
Send to .CSV file…
Factory Settings

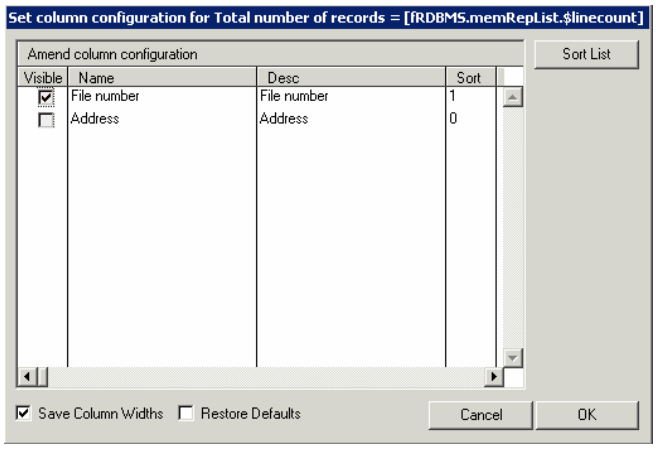
In window formats which display more than one 'Brown clipboard' button e.g. 'Fire Safety Queries' the information included in the 'Printing' or 'Exporting' facilities will be the data positioned in the display directly below the button.

How to modify column layout

Please refer to the 'Brown clipboard' button entitled 'Fire Safety Queries'

- Click the 'Brown clipboard' button

A drop down menu will display



Depending on the columns checked will depend on the columns visible in the 'Fire Safety Queries' result window i.e. only the above checked columns will display as so:

How to Print a Report

Please refer to the ‘Brown clipboard’ button entitled ‘Fire Safety Queries’

- Click the ‘Brown clipboard’ button

A drop down menu will display

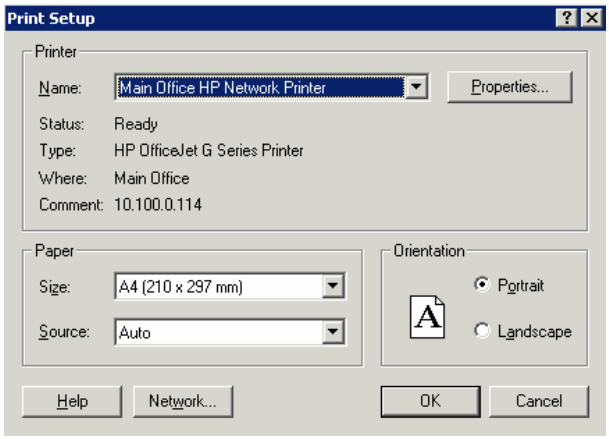
- Select the second option ‘Print report’

The system will automatically generate a report of the information currently displayed.

Please note the information included in the ‘Print’ or ‘Export’ will be the data retrieved from the single or multiple searches previously performed.

- To print the report click the ‘P’ button positioned in the top right hand corner of the window.

A drop down menu will display.



- Select the ‘Print report’ option.

The ‘Print setup’ window will display.

Please note the ‘Print Setup’ window defaults to the printer previously specified as the default printer via the ‘Settings’, ‘Printers’ option of the ‘Start’ button of Windows.

- Click the ‘OK’ button to print the report.

The system returns to the screen report.

When the report has been viewed and is no longer required.

- Double click the ‘8’ button positioned in the top left hand side of the window or the ‘x’ positioned at the top right hand side of the window.

The system returns to the ‘Fire Safety Queries’ window.

How to Send to MS Excel

Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'.

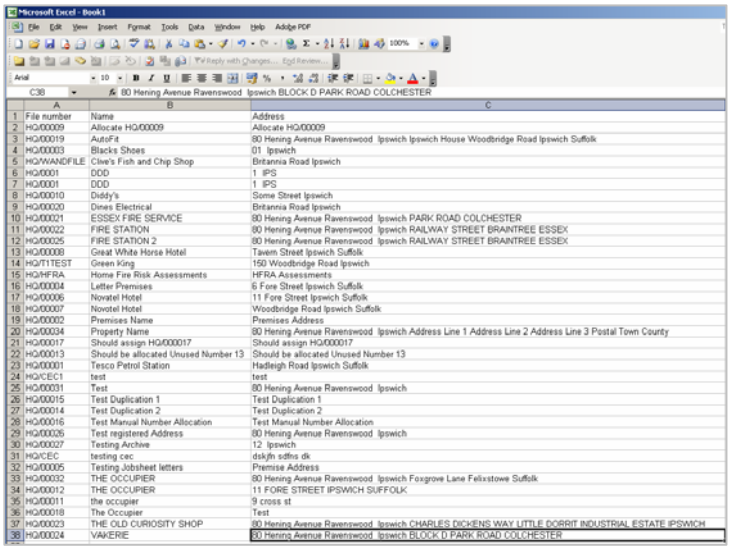
- Click the 'Brown clipboard' button

A drop down menu will display

- Select 'Send to MS Excel'

The system will automatically open 'Microsoft Excel' which will be visible on the task bar at the bottom of the window display.

- Click the 'Microsoft Excel' button



Microsoft Excel will open and the information in the 'Fire Safety Queries' results window will now be displayed in a Microsoft Excel spreadsheet.

Headings will be included in the export when selecting the format type of 'simple'. Please see 'How to format MS Excel options'.

How to Format MS Excel Options

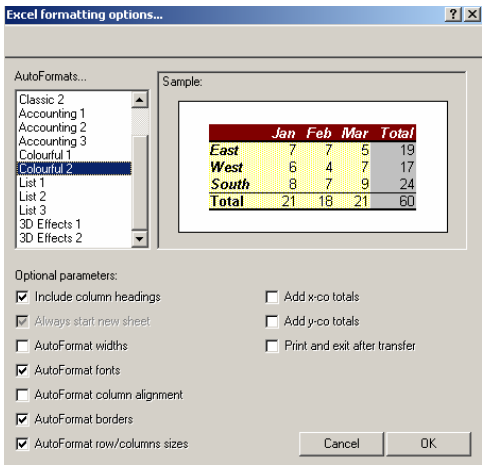
Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'

- Click the 'Brown clipboard' button

A drop down menu will display

- Select 'MS Excel formatting options'

The system will open the 'Excel formatting options' window



- Go to the 'Auto formats' list display

The 'AutoFormat' highlighted will display in the 'Sample' preview field

- Select the required 'Auto format' option.
- Click the 'OK' button if the Excel Formatting Options require saving.

Please note the 'Excel formatting option' selected will not be visible until the 'Send to MS Excel' facility has been used.

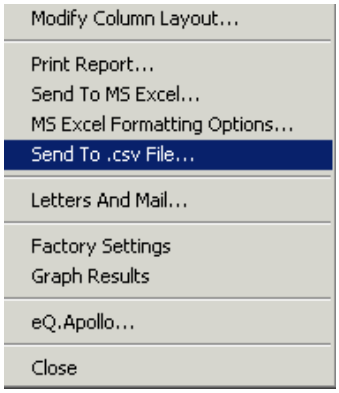
How to send data to CSV files

(Comma separated values – this is a text file that will open in Excel by default but can also be opened with a simple text editor, such as notepad. This is a standard file type for imports into other applications, such as Access.)

Go to the 'Brown clipboard' button e.g. entitled 'Personnel Queries'

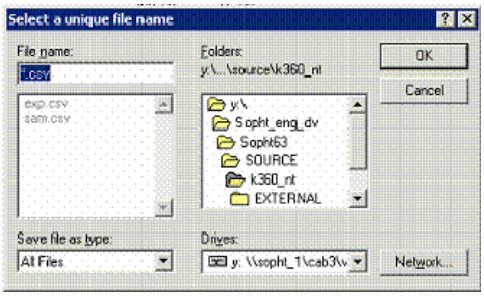
- Click the 'Brown clipboard' button

A drop down menu will display



- Select 'Send to .CSV file'

Upon selecting ".CSV" from the dropdown list, you will be prompted as to where you want to save the file to.



- Enter a location and name for the file
- Click onto the 'OK' button

You will see a working message and then Excel will open and the new file will be displayed.

PLEASE NOTE:

The default location when you start a new session is the application folder, but once you have changed this once and saved it will bring up the last save location.

If you do not enter the extension ".CSV" after the file name, this will automatically be added.

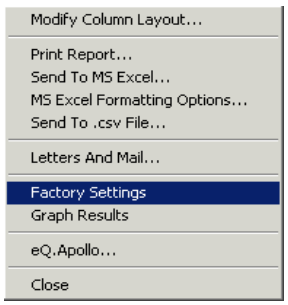
You cannot enter a file name that already exists. If you wish to replace a file – delete it before you run this export.

How to return to Factory Settings

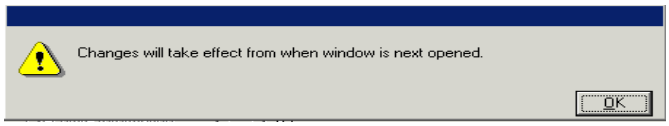
When the modify column layout has been modified and there is a requirement to revert to the original layout, this can be achieved by selecting the 'Factory Settings' menu option on the brown clipboard icon. Example:

Modify Column layout

- De-select the columns that you do not wish to be displayed by un-checking the relevant checkboxes
- Select 'Factory Settings' from the 'Fire Safety Queries' results window brown clipboard.



The following message will be displayed

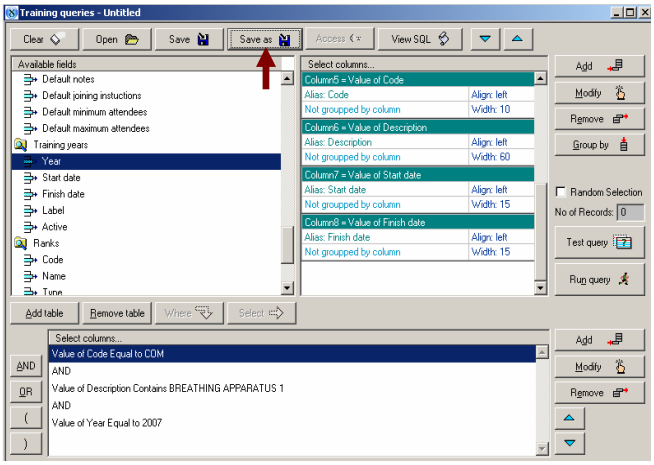


All Columns will then be displayed on the Fire Safety Queries results window once the window has been closed and re-opened

Saving Queries

To enable queries to be saved for retrieval and subsequent execution at a later date

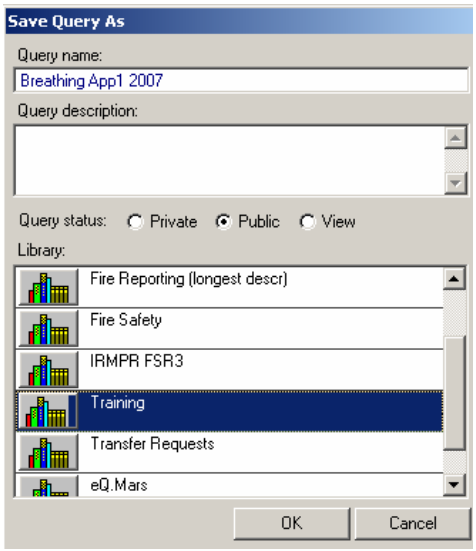
Once the query has been created



- Click the ‘Save As’ button

The ‘Save as’ window will display

The system defaults to the first field ‘Query name’



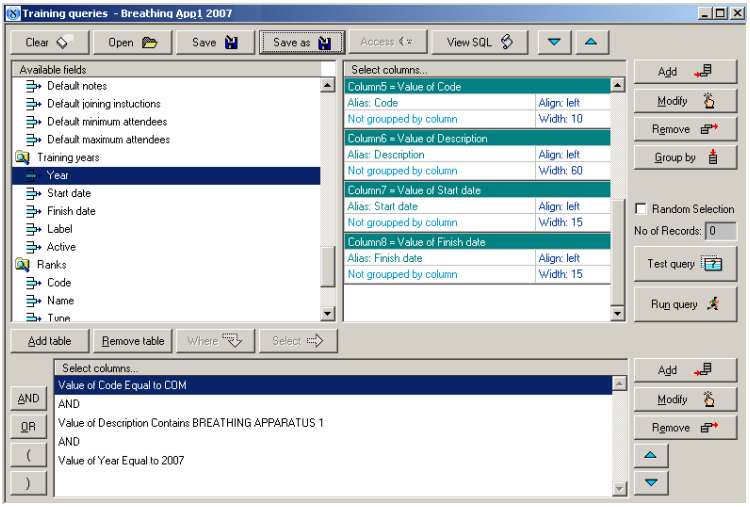
- Enter an appropriate name of the query being saved

Position the cursor in the ‘Query status’ field

The system defaults to ‘Private’, if however the query is to be accessible to all users

- Click the downward pointing arrow and select ‘Public’
- Click the ‘Ok’ button to save the query.

The system returns to the ‘Fire safety queries’ window



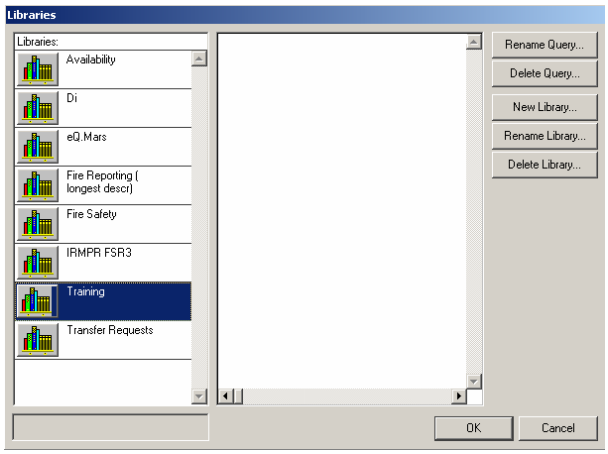
A query has been formulated and saved for retrieval at a later date.

Opening Queries

To enable the viewing and subsequent selection of queries previously saved

- Click on the ‘Open’ button

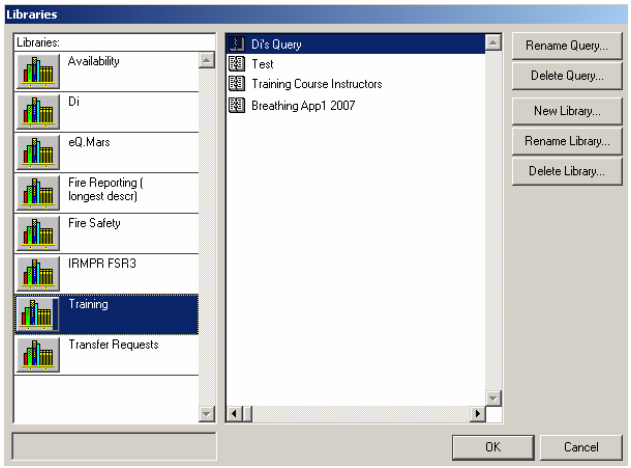
The ‘libraries for fire safety queries’ window will display



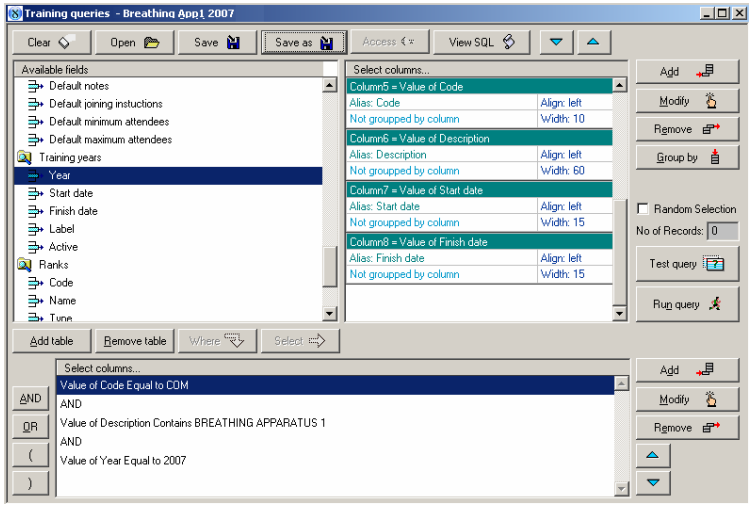
Select relevant library

- Click onto the library name on the left hand side of the window

The Queries saved to the highlighted Library will appear



- Highlight the relevant Query
- Double click on the Saved Query is then displayed



- Click the ‘Run Query’ button

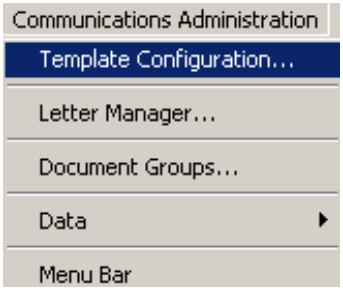
The system will execute the ‘Saved’ Query

Communication Administration

This document sets out how to use the SOPHTLOGIC template facility. In various parts of the system it is possible to set up Microsoft Word Templates to use in conjunction with the SOPHTLOGIC system to enable the user to automatically produce Word documents containing data held in the MIS database.

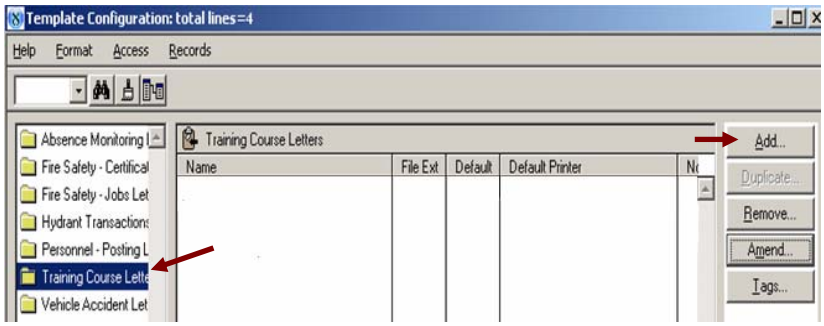
- Go into Global Navigator
- Click onto the Communication Administration

Set Up Training- Job Letters



- Click onto Template Configuration
- Click onto Training Job Letters folder

The Template configuration window will appear

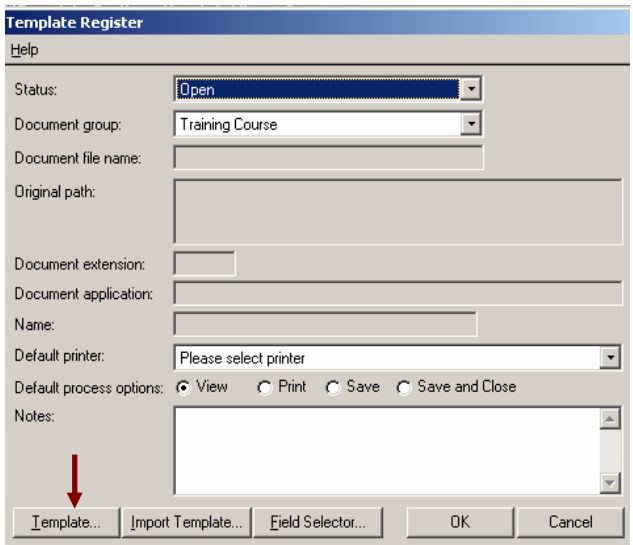


Any information that has previously been entered will appear in the main window.

You can use the existing templates or create your own

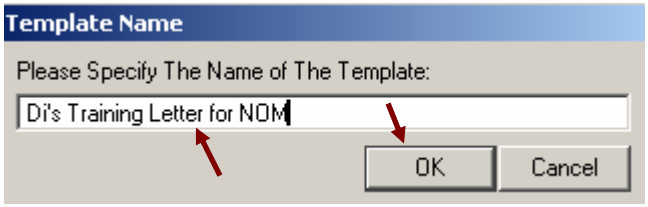
- Click onto the Add button

The Template Register window will open



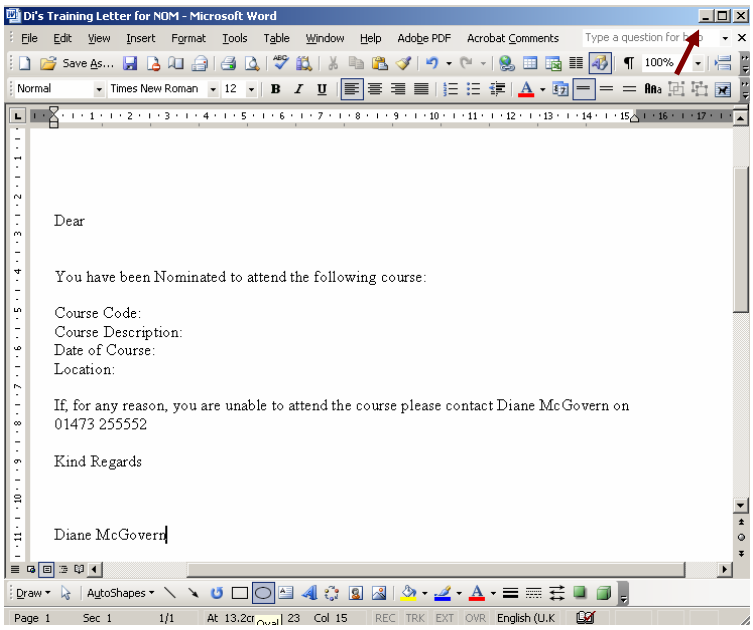
- Click onto the Template Button

A Template Name box will appear



- Enter the Name of your Template Letter
- Click onto the OK button

MS Word will open a blank page


Di's Training Letter for NOM - Microsoft Word
Dear
You have been Nominated to attend the following course:
Course Code:
Course Description:
Date of Course:
Location:
If, for any reason, you are unable to attend the course please contact Diane McGovern on 01473 255552
Kind Regards
Diane McGovern

Types out the outline of your letter leaving blanks were you want the Fields to be entered.

Once you have typed out your letter

Do not close this window – to minimise it

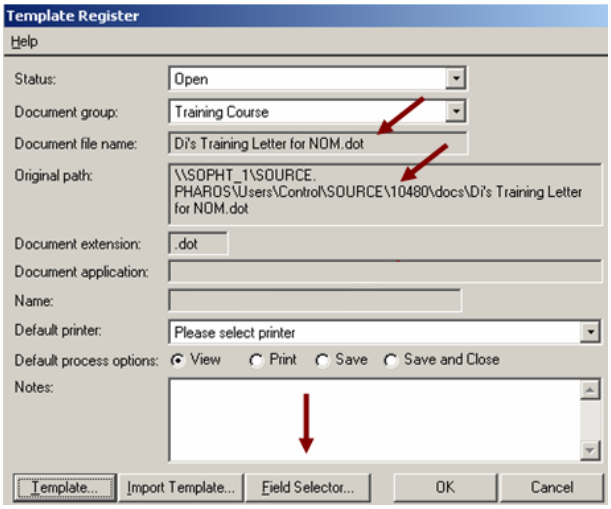
- Click onto the in the top right hand corner

To Enter the Fields

Go back to the Template Register window

- Click onto the PharoS button in the Start toolbar at the bottom of your screen

The Word screen will disappear to the Start Toolbar at the bottom of your screen

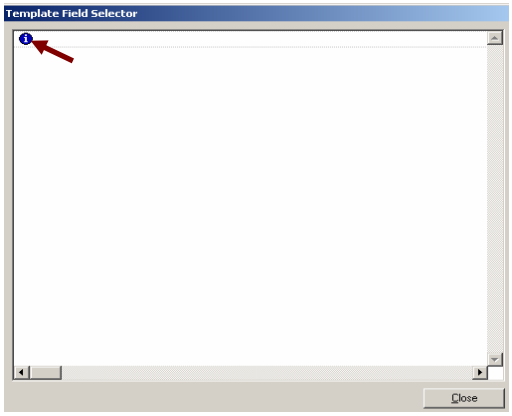


As you can see the link to your Template has been entered in the 'Original Path' box

The Name of the Template you are creating has been entered into the 'Document File Name' and 'Name' box

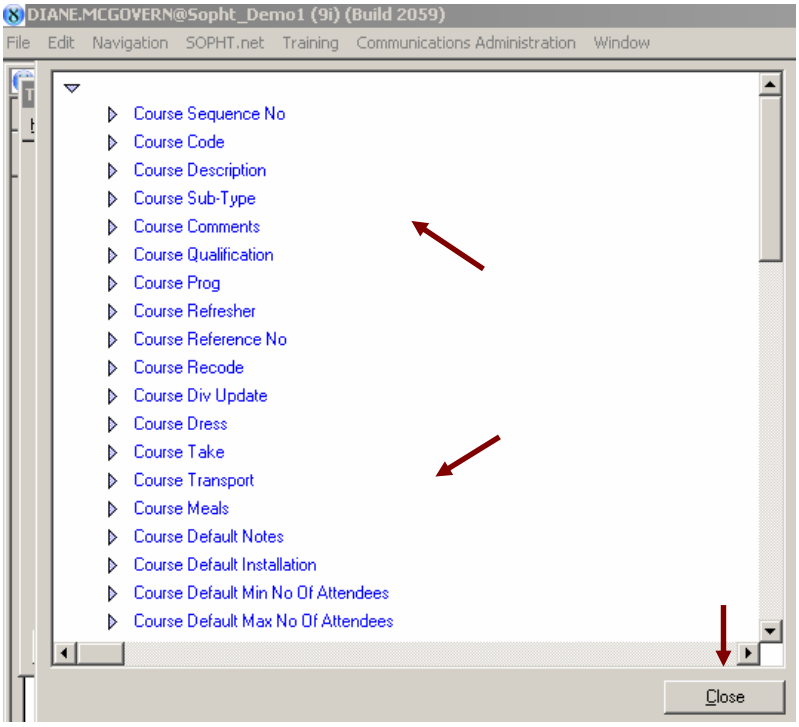
- Click onto the Field Selector button

The 'Template Field Selector' box will open



- Double Click onto the icon

A list of Field Sectors will appear

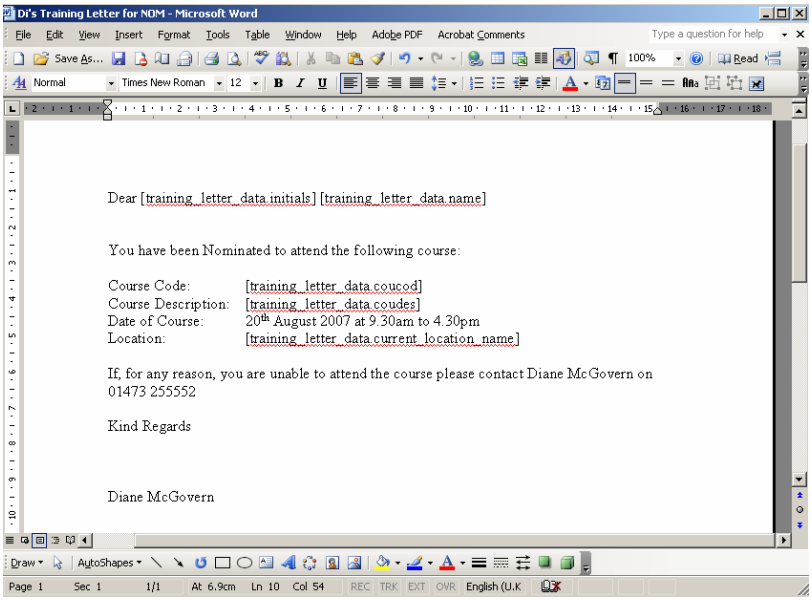


- The sub-menus will appear
- Double Click onto the Fields (coding) that are to be inserted into your Template Letter
- Repeat until letter is completed
- Click onto the close button

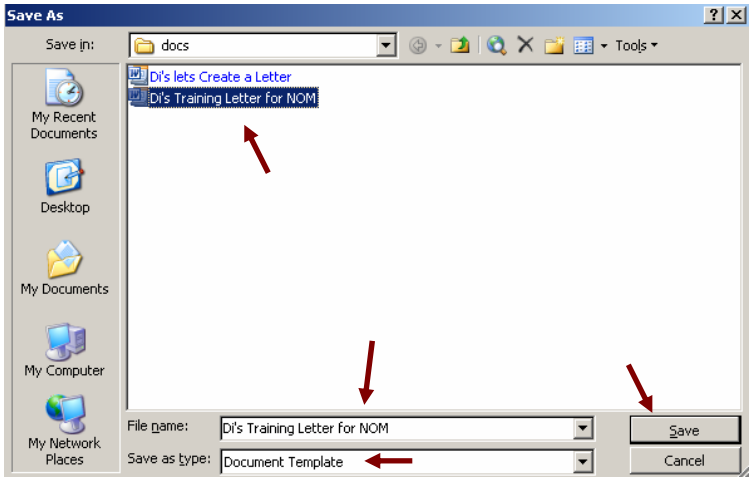
The word screen will appear each time a sub-menu – Field - has been entered.

As you can see the 'Template Letter' is complete. The Fields and the text have been entered.

Remember to put a space between Text and Coding.


Di's Training Letter for NOM - Microsoft Word
Dear [training_letter_data.initials] [training_letter_data.name]
You have been Nominated to attend the following course:
Course Code: [training_letter_data.coucod]
Course Description: [training_letter_data.coudes]
Date of Course: 20th August 2007 at 9.30am to 4.30pm
Location: [training_letter_data.current_location_name]
If, for any reason, you are unable to attend the course please contact Diane McGovern on 01473 255552
Kind Regards
Diane McGovern

Once you have completed creating your Template Letter



- Click onto 'Save As' button in the toolbar

- Click onto the Template you named earlier
- Click onto Save button

Make sure the 'Save As Type' says 'Document Template' otherwise you will not be able to find the letter

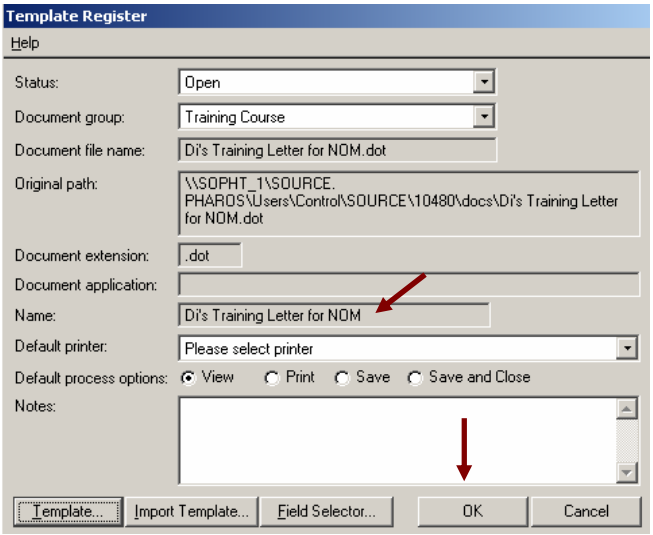
Go back to the Template Register window

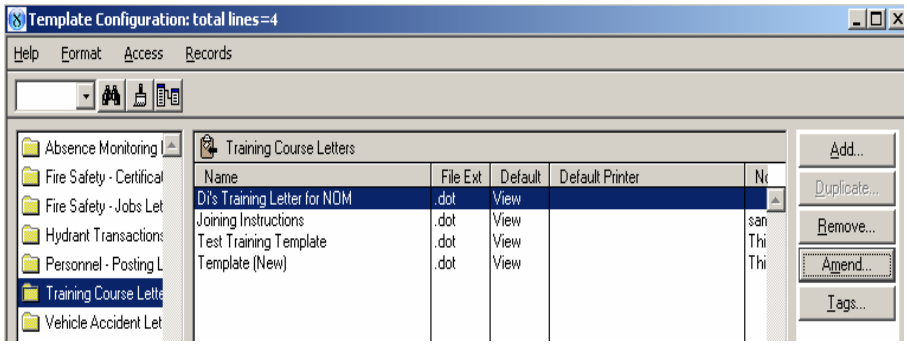
As you can see your letter has now been entered into the Template Register

- Click onto the OK button

Notice the Word and Template Register window has now disappeared and returned to the Training Configuration window.

In the Template Register window





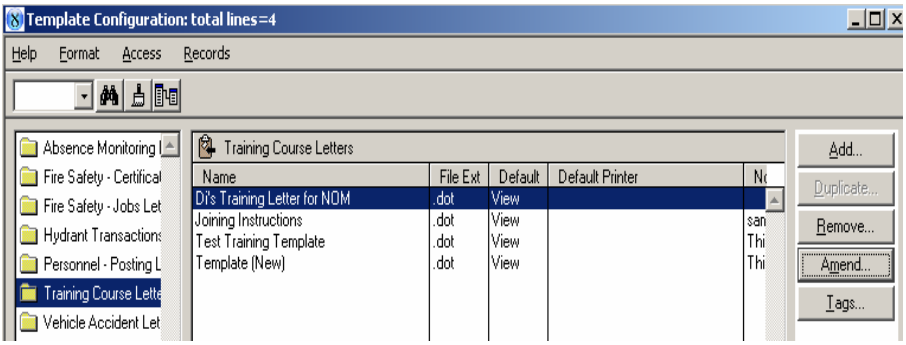
- Click onto the Training Course Letters

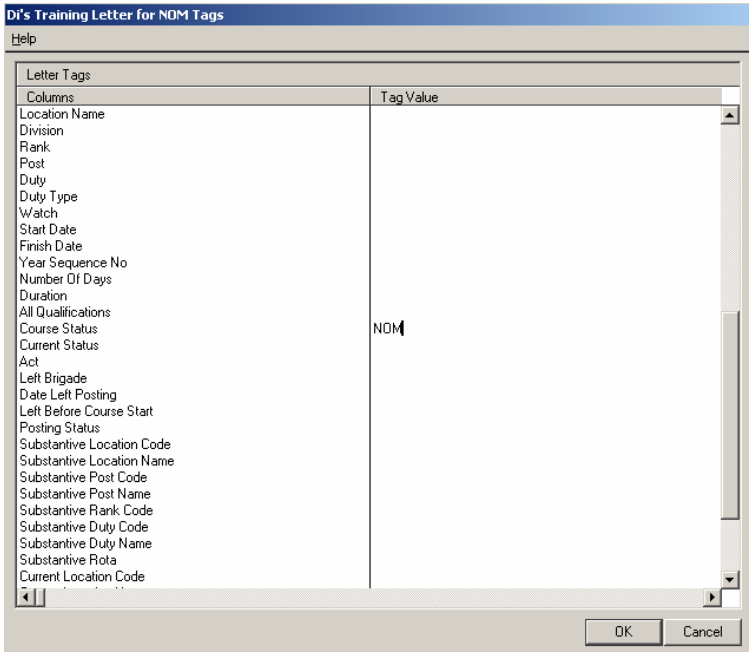
Your letter Template is now in the Training Course Letters in the Template Configuration.

Tags Button

If you want to Tag a Letter Template to a particular Station, Postcode, Status, you need to add a 'Tag Value'. This 'Tag Value' has to be the same coding as what you would use in the Training Planner.

- Select a Letter Template
- Click onto the Tags button



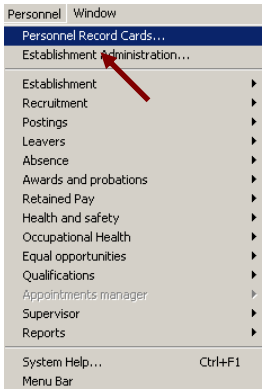


In the Tag Value column

- Enter the Code
- Click onto the OK button

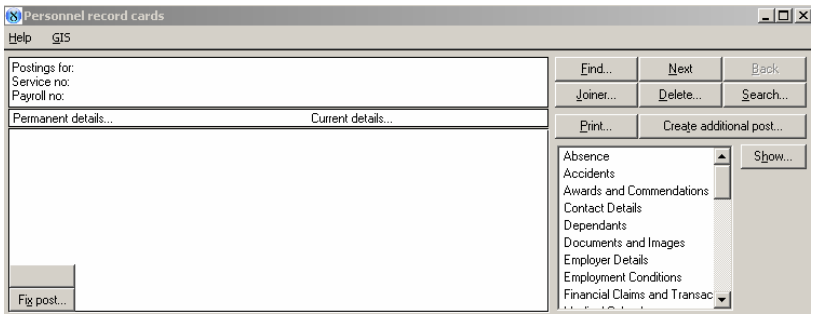
This letter will only activate when a candidate has been 'Nominated' to the course.

Check the Candidate has been Booked onto the Course



- Go to Global Navigator
- Click onto Personnel
- Click onto Personnel Record Card

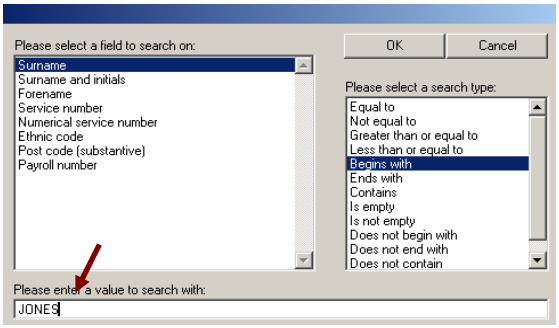
The Personnel Record Card will open

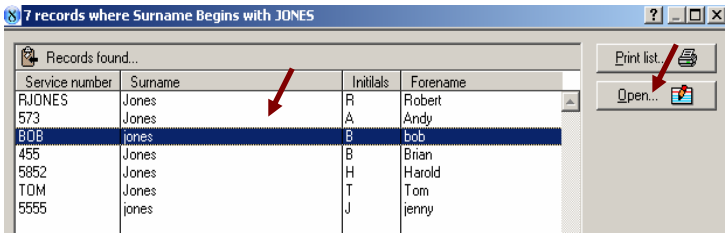


You need to find the Candidate you have nominated for the course

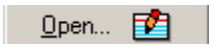
- Click onto the Search button

- Enter the name or letter of the candidate
- Click onto the OK button



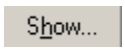


- Choose the name from the search list
- Click onto the Open button

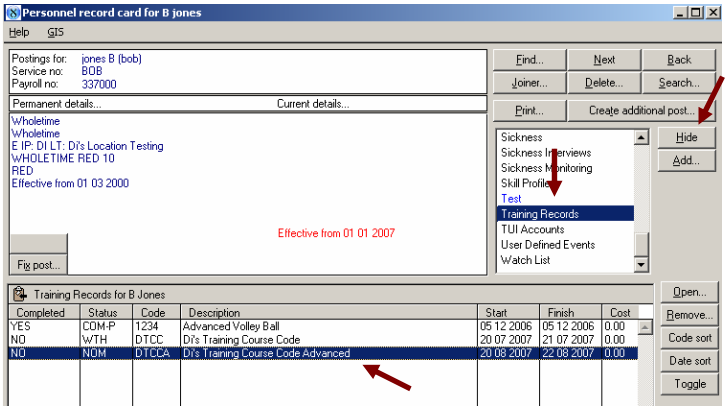


The candidates Personnel Record Card will open

- Click onto Training Records
- Click onto Show/Hide button

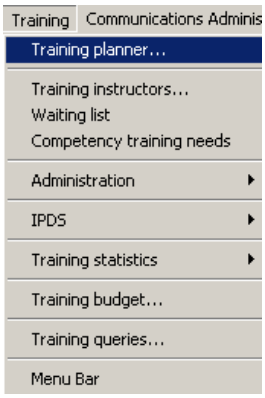


The course will be entered in the Training Records window.

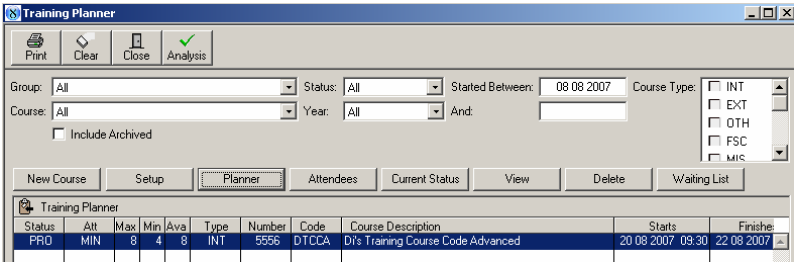


How to Check your letter

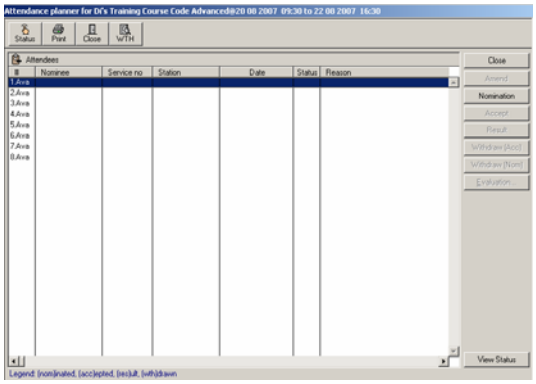
To find if the letter has linked to the course



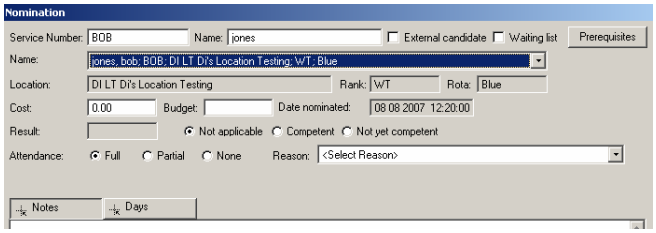
- Click onto Training
- Click onto Training Planner



- Find the Course
- Click onto the Planner Button

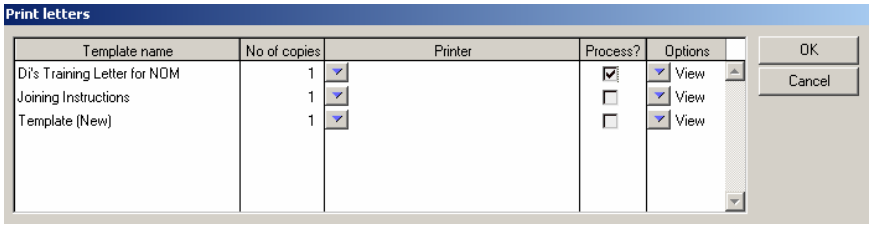


- Double Click onto one of the AVA rows

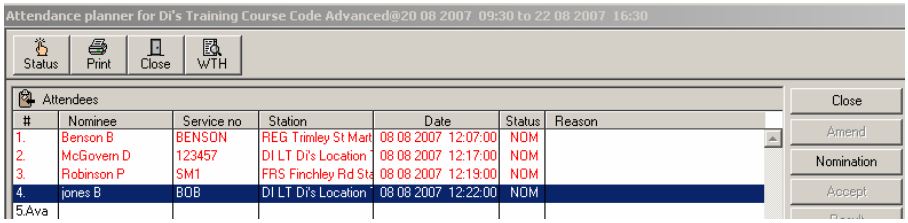


- Enter the name of the nominee
- Click onto the OK button

Print Letters box will open



- Look for your Template Letter
- Click on Process box
- Click OK



As you can see the candidate has been nominated to be entered onto the course.